

## **SPECIAL LICENSES AND MEMBERSHIP FEES**

The purpose is to establish guidelines for the request and approval of special licenses and membership fees.

The City will pay the current annual dues or fees for each department who is required by ordinance, or state or federal law to be a member of a professional organization or who must maintain current a particular certification or license as a condition of employment. Payment will be made upon approval by the employee's Department Head.

Employees who belong to professional organization that promote individual professional growth, competence and effectiveness in functioning as City employees will be allowed time off with pay to attend local, state and national meetings subject to approval by the governing body and budgetary limitations. Collective bargaining units the negotiate for City employees are excluded from coverage under this policy. Membership in outside organizations shall be in the name of the City, if possible.