I. POLICY

Fees for professional licenses/certificates and dues for membership in professional associations and organizations shall be borne by the employee unless specific exceptions are approved by the Department.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure designating the employee’s responsibility for payment of individual membership dues in professional associations and organizations and payment for professional licenses/certificates.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Professional licenses/certificates – registered licenses and certificates with the State of Illinois for doctors, nurses, teachers, etc.

Professional associations and organizations – American Correctional Association, Illinois Correctional Association, Illinois Correctional Education Association, Illinois Psychological Association, etc.

F. General Provisions

1. Professional Licenses/Certificates

   a. Any employee who is required to have a valid professional license or certificate registered with the State of Illinois in order to work in his profession with the Department may be responsible for payment of fees for securing the license or certificate.
b. Fees for professional licenses or certificates shall be paid by the Department if the payment of said fees is required as a result of a labor or court settlement or agreement.

2. Fees for membership dues in professional associations and organizations shall normally be borne by the employee. Exceptions may be made subject to the approval of the employee’s supervisor and the Chief Financial Officer.