

Policy 6502

From Human Resources

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PERSONNEL POLICY MANUAL
<p>MoDOT Personnel Policy Title: <u>Professional/Technical Work Certification/License and Job-Related Organizational Memberships</u></p> <p>Policy Number: <u>6502</u> Chapter Title: <u>Training and Professional Development</u></p> <p>Effective Date: <u>May 1, 2009</u></p> <p>Supersedes Policy Number: <u>6502</u> Dated: <u>March 1, 2009</u></p>
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POLICY STATEMENT

The department may provide payment of or reimbursement for selected professional/ technical certifications/licenses and selected organization memberships. The department may also provide paid absence from work to take job-related professional/ technical examinations and to attend required continuing education courses as described in this policy.

DEFINITIONS

Job-Related Organizations: Memberships in an organization that are not a direct requirement of an employee's position, but are related to the employee's field of expertise.

Study or Refresher Course: A course taken in preparation for a certification/license.

Continuing Education Course: A course taken after certification/license has been earned, to obtain continuing education units/professional development hours which is required to keep the certification/license up-to-date.

PROVISIONS / REQUIREMENTS

1. Each district/division/office is responsible for:
 - A. Approving payment or reimbursement, if appropriate, for professional/technical certification/license fees and/or job-related organizational membership fees.
 - B. Providing written approval to eligible employees for up to eight hours paid time off to take a job-related certification/license examination.
 - C. Providing paid time off and paying/reimbursing expenses for the employee to attend required continuing education courses. If necessary, additional paid time will be allowed if so required to take a job-related exam.
2. Employees are responsible for providing proof of costs, including expenses, and proof of successful completion of each approved course and/or attainment of certification/license. Copies of the certificate/license should be forwarded to the local human resources office.
3. The local human resources office is responsible for verifying employee's attainment of certifications/licenses and entering information into the Learning Management System (LMS) and the HR/Payroll System.
4. Reimbursements will be made for study or refresher courses as follows:
 - A. An employee who is pursuing a registered land surveyor certification, regardless of current job title or whether the employee is pursuing the certification, voluntarily or through a job requirement, must meet the education and experience requirements as defined by the Missouri Board of Architects, Professional Engineers, and Land Surveyors before taking the study or refresher course.
 - B. For positions other than those requiring a professional engineer license, reimbursement for study or refresher courses will only be paid when the employee is in a position that requires certification/license on the job specification.
 - C. A graduate engineer, regardless of current job title, may receive reimbursement for taking the professional engineer refresher or study course.
 - D. An employee may, at the discretion of the district engineer/division leader/state engineer, be reimbursed for a study or refresher course taken in preparation for a department-required

certification/license after the employee has completed the course and successfully passed the appropriate certification/license examination. The course should be the most cost-effective and practical option.

5. Continuing education units/professional development hours will be reimbursed as follows:

A. An employee who attends a course which is required to keep his/her certification/license up to date will be reimbursed for the cost of the course, provided the employee's job specification requires the certification/license and he/she successfully completed the course. Districts/divisions/offices are authorized to approve reimbursement of costs related to courses taken to keep an employee's certifications/licenses up to date if not required by the employee's job specification. Reimbursement should be limited to certifications/licenses that are to the benefit of MoDOT and relate to the employee's job. The course should be the most cost-effective and practical option.

B. An employee will be reimbursed for meals, lodging, and other associated expenses of attending the course after successful completion of the course. The employee will also be provided paid time off to attend this course. Expenses will be reimbursed according to the Financial Policy, "Travel Policy," and the Financial Procedure, "Expense Report Form."

6. Certification/License renewal fees will be paid or reimbursed as follows:

A. An employee registered as a professional engineer in the state of Missouri will be reimbursed for the annual renewal fees of his/her professional engineer registration license.

B. An employee licensed to practice law in the state of Missouri will be reimbursed for the annual renewal fees of his/her Missouri Bar Association license.

C. An employee certified as a real estate appraiser in the state of Missouri will be reimbursed for the renewal fees of his/her annual certification.

D. An employee registered as a land surveyor with the state of Missouri will be reimbursed for the annual renewal fees of his/her registered land surveyor license.

E. An employee certified as a professional planner by the American Institute of Certified Planners (AICP) will be reimbursed for the annual renewal fees of his/her planning license.

F. An employee certified as an automotive services examination (ASE) master technician will be reimbursed for renewal of the master technician certification.

G. The department may reimburse employees for renewals of other selected job-related certification/license fees which are not required in job specifications.

H. Any employee who currently has NICET certification will be allowed to retain that certification and the department will continue to pay annual recertification fees to maintain the certification at that level. Any employee wishing to continue to participate in the NICET program to accomplish certification to a higher NICET test level will do so at their own expense.

7. For those licenses and certifications for which the department will reimburse the renewal fees as outlined in Paragraph 6 above, paid time off will be provided as follows:

A. Up to eight hours on the day of the initial examination (does not include study or refresher courses). If necessary, additional paid time will be allowed to take an exam. One additional day for one retake test may be authorized, if warranted.

B. Reasonable travel time to and from the location where the examination is being held.

8. An eligible employee may elect for the department to make his/her annual renewal payment directly to the appropriate certification/licensing board. If this method is preferred, an employee must submit his/her renewal notice to his/her immediate supervisor when received. An employee who pays his/her renewal fees or dues directly to the professional/technical organization must present appropriate invoices and proof of payment to his/her supervisor for reimbursement.

9. Department reimbursement will be made for the initial certification fee as follows:

A. If related to their job, an employee will be reimbursed for the certification fee for a real estate appraiser certification upon passing the exam.

B. If related to their job, an employee will be reimbursed by the General Services Division and his/her district after the employee has successfully passed an ASE exam for certification on A6 electrical systems, T6 electrical/electronics systems, or any of the exams required to become an ASE certified master automobile or medium heavy truck technician.

C. Districts/divisions/offices are authorized to approve reimbursement of fees related to obtaining initial certifications/licenses as approved by the district engineer/division leader/state engineer. Budgetary funding and consideration of whether or not all employees within a respective job title need certification/license or specialized training should be reviewed. Reimbursement should be limited to certifications/licenses that benefit MoDOT and relate to the employee's job. Approved reimbursements will be processed upon providing proof of cost and proof of successful completion of the exam.

10. Reimbursement will be made for job-related organizational memberships as follows:

A. Employees will be reimbursed for one-half of the membership fee for one job-related organization, not to exceed \$100 per calendar year.

B. At the discretion of the district engineer/division leader/state engineer, or their designee, memberships directly related to an employee's position, and which serve to further the business of the department, may be paid in full. This decision is based on the needs of the district/division/office and budgetary funding. Employees taking advantage of this membership reimbursement are expected to actively participate in such organizations to provide networking and job learning opportunities.

11. The following are considered nonreimbursable/noncovered items under this policy:

A. Transportation to and from the examination site is not provided nor will costs be reimbursed.

B. Overtime compensation.

C. Cost related to preparation for the Engineer-in-Training (EIT) examination.

D. Initial registration fees, licensing dues, initial examination, and application fees for professional engineer registration, Missouri Bar Association, land surveyor, and certified planner unless approved by district engineer/division leader/state engineer in accordance with paragraph 9c.

E. Paid time off to attend a study or refresher course.

F. Costs for travel, meals, lodging, and other expenses associated with a study or refresher course.

12. Following are the repayment provisions when a signed Form P-25, "Policy 6502- Repayment Agreement Form," is required:

A. In cases where an initial obtainment of a certification/license represents a considerable expenditure on behalf of the department, the district engineer/ division leader/state engineer, after consultation with Central Office Human Resources Division, has the discretion to require an employee to sign a Form P-25, "Policy 6502-Repayment Agreement Form," before the department expends monies per this policy (see "Forms" section of policy for Form P-25). The employee's agreement to repay the department may include, but is not limited to, repayment of certification fees, testing fees, licensing fees, class fees, or study materials reimbursed or paid within the last 24 months from his/her effective date of termination for pursuing or obtaining such certification/license. By signing the agreement, the employee agrees the department will be fully repaid within 30 days of the employee's date of termination of employment.

B. Per this agreement, the employee agrees to repay the department the expenditures listed above, should the employee's employment be terminated for any reason, voluntarily or involuntarily. If the employee fails to sign the repayment form after being requested to do so, the department will not pay for nor reimburse the employee as outlined in this policy and the employee is responsible for paying all of his/her costs associated with obtaining the certification/license.

C. The employee, upon being notified that he/she owes money to the department under this policy, will be allowed a review period of no more than two business days to contest any or all of the repayment expense amounts owed. The department will provide the employee with documentation that supports the repayment expense amounts owed by the employee to the department under this policy. The employee's review period of two business days will begin when the department provides the employee with the documentation outlined herein.

D. An employee may elect to make a personal payment to the department to repay all or a portion of the repayment amount owed the department instead of having money withheld from his/her remaining paychecks and/or remaining annual or compensatory leave balances. However, if the employee requests to pay by personal payment, the payment must be received by the department by the end of the two-day review period. If the personal payment is not for the full repayment amount owed, the remaining amount owed will be withheld from the employee's remaining paychecks and/or remaining annual or compensatory leave balances.

E. If the full repayment amount owed is still not recovered by means of salary withholding and/or remaining leave balance withholding, the department may establish a payment plan with the employee for the remaining amount owed.

F. If a payment plan is not entered into, or should an employee fail to comply with the established terms and conditions of the payment plan, the department may elect to pursue any or all lawful means to collect this repayment owed to the department.

G. Any expenses inadvertently reimbursed to an employee in excess of the stated amounts allowed under this policy, unless otherwise previously authorized, may also be recovered from the employee by the department under the procedures outlined herein.

H. The immediate supervisor, upon being notified of a voluntary or involuntary termination, should immediately notify the local HR or support services representative to determine if repayment provisions will apply.

I. The Controller's Division will coordinate and handle the collection of employee repayment on behalf of the department.

CROSS REFERENCE

"Expense and Reimbursement Policies/Travel Policy" (http://financialpp.gh.modot.local/index.php/Category:Expenses_and_Reimbursements),)

FORMS

Form P-25, "Policy 6502-Repayment Agreement Form" (<http://wwi/intranet/hr/documents/P-25RepaymentAgreementForm.doc>)

"Expense Report Form" (http://financialpp.gh.modot.local/index.php/Expense_Report_Form_Instructions#Expense_Report_Form)

Retrieved from "http://hr.modot.mo.gov/index.php/Policy_6502"
