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July 12, 2016

MEMORANDUM FOR All Federal and State Supervisors, Program Managers, and State Employees, Department of Military Affairs

FROM: Department of Military Affairs State Human Resources Office
Department of Military Affairs State Budget and Finance Office

SUBJECT: Licenses, Certifications, and Individual Memberships to Professional Organizations

1. The purpose of this memorandum is to clarify and address payment and reimbursement of licenses, certifications, and individual memberships to professional organizations.
2. Licenses and certifications. In February of 2015, the State Human Resources Office sent notice to all DMA state employees regarding payment and reimbursement for licenses and certifications. This communication stated DMA is prohibited from reimbursing individuals "the cost of obtaining and maintaining" licenses and certifications, whether required for one's job or not, unless specifically authorized by the State of Wisconsin Compensation Plan. (The only provisions which allow reimbursement, under specific conditions, pertain to Master Plumbers Licenses and Commercial Drivers Licenses.) This continues as the rule but clarification is needed regarding what costs can and cannot be reimbursed:
 - DMA is not authorized to pay for license/certification exams or renewal fees.
 - There are, however, provisions authorizing payment of costs associated with training, including travel and pay status, when necessary to obtain/maintain the license or certification. However, the decision to pay for travel and training to maintain or obtain a license or certification is determined by the agency and the availability of agency resources.
3. Individual Memberships to Professional Organizations.
 - The Compensation Plan does not authorize the payment or reimbursement of employees' individual memberships to professional organizations, regardless of the job-relatedness or benefit of the membership.

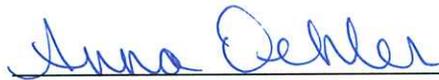
- Effective the date of this memorandum, DMA and all subdivisions therein, will no longer pay for or reimburse the cost of individual memberships to professional organizations.
- There are, however, provisions authorizing payment of registration, travel, and pay status to attend conferences and conventions. However, the decision to pay for travel and training to maintain or obtain a license or certification is determined by the agency and the availability of agency resources.
- Entity professional memberships are allowable costs and the agency may determine, if beneficial to meet the needs of the agency and available resources, to pay for such entity memberships. Entity memberships are those that are made to the agency or subunit and are not to a specific individual.

4. Employees and supervisors must use DMA Form 38-E to request training or attendance at conferences and must receive all approvals PRIOR to registration. The form has been modified with the Professional Memberships section removed from the last page.

5. The State Budget and Finance Office will review all travel vouchers and purchasing card statements for unauthorized expenses. Said unauthorized costs will be the responsibility of the individual holding the license, certification, or membership.



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