



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 4.04

**APPROVAL DATE:** 03-18-2014

**EFFECTIVE DATE:** 03-18-2014

**REVISED DATE:**

**POLICY SUBJECT:**

Professional License, Registration or Certifications and Memberships in Associations, Organizations or Societies

**RESPONSIBLE DEPARTMENT:**

Human Resources

**A. PURPOSE:**

To establish a policy and procedure for the reimbursement or payment of professional credentials and professional association membership fees and dues to full-time management employees.

**B. SCOPE:**

This policy letter applies to all full-time management employees who have successfully completed their probationary/introductory period and who hold any professional credential issued by a State agency or recognized professional association and/or who belong or seek to belong to a recognized professional association.

**C. GENERAL POLICY:**

To pay for employees' professional credential fees as defined herein and to encourage employees to participate in professional associations in which membership clearly promotes the Commission's mission, goals and objectives and is a clear benefit to the Commission's service or operations or its employees' professional growth and development.

**D. DEFINITIONS:**

Professional Credential - Any license, certificate, registration, or similar document issued by a national or state agency or professional association that an employee is statutorily required to possess and maintain in order to practice the profession for which he is employed or that the employee's Department Head verifies adds value to the Commission.

Professional Association - Any association, organization, society or other group that adds to an employee's professional growth and development, adds value to the Commission's operations, and provides knowledge and benefits that can be shared throughout the Commission.

**E. PROCEDURES:**

**A. Reimbursement for Professional Credentials:**

1. The Commission shall pay or reimburse an employee for the employee's professional credential when the following criteria has been met:

a. The professional credential is issued by a national or state agency or widely recognized professional association; and

b. The professional credential is either required by the employee's position or directly related to the employee's duties or used in the course of the position. Payment or reimbursement will be made in the discretion of the Department Head and the approval of the CEO or his designee.

2. To seek payment, the employee shall complete a PTC Subscription/Book/Dues Payment Request Form and attach to the form an invoice from the issuing entity showing the amount due. To seek reimbursement, the employee shall complete a Travel Expense Voucher (TEV) and attach a receipt showing the amount paid and to whom it was paid. The payment or reimbursement will be charged to the employee's department through GL Account Number 50400600. The Subscription/Book/Dues Payment Request Form must identify the professional credential that is being issued or renewed.
3. An employee will not be eligible for payment or reimbursement if his/her professional credential is suspended, revoked or inactive.
4. Because the professional credential is issued in the name of the employee and not the Commission, if an employee's professional credential becomes suspended, revoked or inactive, or if the employee leaves Commission employment during the credential period, the employee may be required to reimburse the Commission on a pro rata basis the cost of the credential. The Commission shall use its discretion to determine the method to recoup monies due.

B. Payment of Individual Professional Association Membership Fees:

1. The Commission may pay the cost of membership in a professional association when the Department Head, in his/her discretion and with the approval of the CEO, determines the membership clearly promotes the Commission's mission, goals and objectives and is a clear benefit to the Commission's service or operations or its employees' professional growth and development.
2. Payment for membership in an approved professional association for the Commission or an employee should be made by the Commission directly to the association and not as a reimbursement to the employee.
3. To seek payment, the employee shall complete a PTC Subscription/Book/Dues Payment Request Form and attach to the form an invoice from the issuing entity showing the amount due and to whom the check is payable.
4. If membership is established in the name of the employee and the employee leaves Commission employment during the membership period, the employee may be required to reimburse the Commission on a pro rata basis the cost of the membership if the employee or Commission is unable to transfer the membership to the Commission or another employee. The Commission shall use its discretion to determine the method to recoup monies due.

5. Memberships should be jointly used, where possible, to preclude proliferation and duplication within the Commission and should not be acquired in the name of an employee unless the benefit therefrom to the Commission is significant, which includes but is not limited to the receipt of highly valuable information, continuing educational credits, publications, documents and related materials.
6. Respective Department Heads shall evaluate each membership annually for active employee participation, benefits received and continuance.

C. Limitations:

1. Employees will not be reimbursed for any late fees or penalties due to untimely renewal. Late fees and penalties are the sole responsibility of the employee.
2. Employees will not be reimbursed for any portion of any dues or fees that are designated for an association's lobbying efforts.
3. No payments will be approved for any dues or fees for any association that discriminates on the basis of race, religion, gender, national origin, age, disability, or sexual orientation.
4. Employees may request reimbursement for up to three professional credentials or payment for up to two professional association memberships. Reimbursements and payments will be made on a sliding scale. An employee will be reimbursed one hundred percent of the cost of the first credential, fifty percent of the cost of the second credential and twenty-five percent of the cost of the third credential. The Commission will pay 100 percent of the cost of the first approved professional association membership and fifty percent of the cost of the second approved professional association membership. Required credentials will take priority over other credentials and memberships. The priority of reimbursement and payment will be in the sole discretion of the Department Head.

*This Policy Letter supersedes all previous Policy Letters on this subject.*