

CITY OF GRAND FORKS			
POLICY TITLE:	Employees - Memberships	POLICY NO:	607
EFFECTIVE DATE:	March 16, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

The City will assume the cost of an employee becoming a member of a professional organization that is related to his/her employment with the City.

PROCEDURE:

1. Membership in the organization will provide a benefit to the City through the employee's membership.
2. The organization is a registered professional or technical organization that requires certain qualifications for membership.
3. The organization provides the employee with an educational service through regular communication with members, seminars and course, meetings, etc.
4. The membership fees are reasonable.
5. Requests for permission to apply for membership under this policy are to be submitted to the employee's Department Head who is responsible for adjudicating the request, subject to approval of the City Manager in cases where this policy is not entirely applicable.
6. In Departments where more than one employee qualifies or desires membership in the same organization, the City Manager reserves the right to limit membership as deemed appropriate.