



FACILITIES MANAGEMENT DEPARTMENT (DFM)

**REIMBURSEMENT OF EXPENSES TO OBTAIN AND MAINTAIN
CREDENTIALS/LICENSING - AD#013**

Subject:	DFM Reimbursement of Expenses to Obtain and Maintain Credentials/Licensing Action Plan
Reference:	Facilities Management - AD#013
Application:	All DFM Employees
Effective Date:	May 1, 2009

Original Date: May 1, 2009

General: Expenses to obtain and maintain credentials/licensing is effective as of May 01, 2009. Professional Credentials/Licensing is an important element for DFM employee career roadmaps, and DFM considers certification/licensing as a favorable attribute when considering individuals for position advancements. This DFM action plan amends any perceived or written action plan concerning reimbursement of Expenses to Obtain and Maintain Professional Credential or Licensing Expense.

Statement: This action plan implements the authority of DFM and prescribes the criteria and limitations for reimbursement of certification and/or licensing expenses. This policy is effective 1 May, 2009 and remains in effect until rescinded or superseded.

Background –

This action plan permits DFM to pay for employees to obtain and maintain licenses, certifications, and examinations to obtain such credentials. This authority is discretionary and not an entitlement or benefit of employment.

Payment and Reimbursement –

It is DFM's intent to encourage both the systematic development and enhanced job performance of employees; support management objectives; and further contribute to recognition of the professionalism of the workforce. To that end, DFM will to the extent

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set forth in this policy; reimburse expenses related to obtaining or maintaining licenses or certifications for DFM employees who meet the designated eligibility requirements.

Reimbursement of certification/licensing expenses will be:

- Subject to the availability of funds.
- Made on a first-come, first-serve basis.
- Limited, where a certifying/licensing authority charges a higher amount to non-members, to the amount charged to members.
- For requests totaling over \$100 for a single certification/license, the commitment to reimburse costs must be approved in advance by the DFM Safety and Training Coordinator.
- Payment shall be made on a *reimbursable basis* upon successful receipt of the credential as awarded by the certifying/licensing authority. Reimbursement shall be accomplished by submitting the following to DFM Safety and Training Coordinator:
 - A completed Claim for Reimbursement.
 - A receipt for each item claimed.
 - Proof of issuance of certification/license.
- Reimbursement will be considered for the following expenses related to obtaining approved licenses or certificates:
 - 1) Examination fees (limited to those exams in which a passing score is achieved).
 - 2) License/certification fees (initial, renewal, registration).
- Reimbursement to any one individual for multiple certifications will be considered by DFM upon the written recommendation from the DFM Safety and Training Coordinator and the employee's supervisor.
- DFM reimbursement for covered costs of licensure or certification may be made only for those costs incurred on or after 01May 2009. Retroactive payment for costs incurred prior to this date is not authorized.

DFM will not pay or reimburse the following expenses:

- 1) Employee's membership fees in societies or professional associations.

Employee Eligibility -

To receive licensure/certification sponsorship under this action plan, an employee must meet the following provisions:

- Full-time employee of DFM.
- Personnel must occupy a full-time established position, and/or have participated in the creation of a personal career broadening plan.

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- Others will be considered on an exception basis, with endorsement of the DFM Safety and Training Coordinator.
- The employee must be performing at the "acceptable" level. The employee's most recent performance appraisal must have a rate of fully satisfactory.

Review and Modification -

- This action plan shall be reviewed at least annually, and amended by the DFM Leadership Team (LT), as required.
- Requests to modify this action plan must be forwarded through the DFM LT for their consideration and approval.

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APPENDIX A

Professional Certifications/Licenses Covered by this Action Plan -

A **job-related** certification/license is one which:

- Maintains or improves the professional certification status required for the employee's current job, or directly relates to or enhances the current job assignments, duties, and responsibilities, or meets the express requirements of DFM that are imposed as a condition of continued employment.

A **career-related** examination is one which:

- Increases the opportunity for advancement within a title series, or increases the opportunity for advancement to promotional positions outside of the current title series, or enhances an employee's ability to acquire certification/license in an entirely different occupation, for which there is a current DFM title.

Cost and Fees That Are Not Reimbursable:

- Costs and fees not reimbursed by this program include, but are not limited to, examination/licenses fees leading to a career that does not exist at WKU DFM, or fees for examinations leading to college credit for life experience. Books or manuals required for the course, travel expenses; i.e., fuel costs, car rental, hotel, meals, etc.

WKU Affiliation:

- The University retains no risk or liability with any certifications and licenses paid for by Western Kentucky University when such credentials are used by the employee outside of their regular work hours for WKU.

Memorandum:

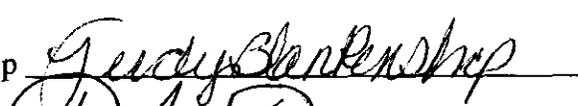
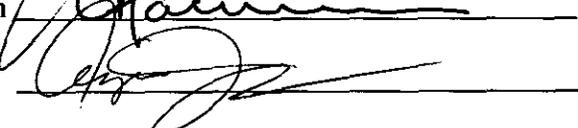
This memorandum is to clarify master licensing reimbursement. The Facilities Management Department at Western Kentucky University provides reimbursement for all employees who require a license to legally perform their current job. For employees who would like to pursue their masters' license, the following legal guidelines must be followed, pursuant to the State of Kentucky.

1. The master license company name must indicate Western Kentucky University.
2. The license is to be used for the sole purpose of Western Kentucky University.
3. A master license is for one (1) exclusive company and only one (1) company, unlike a journeyman license which allows up to three (3) employers per licensee.

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4. License may not be used or associated with any other personal employer or company other than Western Kentucky University.
5. If an employee currently holds a master license and uses the license on personal time, the license yearly fee legally cannot, and will not be reimbursed unless the employee names Western Kentucky University as their exclusive employer.

As the DFM Leadership Team, our signatures below signify we have reviewed the DFM Reimbursement of Expenses to Obtain and Maintain Credentials/Licensing Action Plan #AD013, and recommend its approval and implementation.

Judy Blankenship		Date: <u>9/9/09</u>
Dale Dyer		Date: <u>9/10/09</u>
Greg Fear		Date: <u>9/10/09</u>
Charles Harrison		Date: <u>8-26-09</u>
Angie Jackson		Date: <u>9/26/09</u>

Approved by:

By:  Date: 9/10/09
Robert Ware, Director
Director of Facilities Management