



Administration and Regulatory Affairs Department Policy
Memberships and Professional Licenses

Effective Date:

Upon Approval

1. POLICY STATEMENT

Membership(s)/ professional license(s) must be mutually beneficial to the City and the employee through professional development, and improved performance in the current position held by the employee.

2. POLICY PURPOSE

To provide consistent guidelines for Administration and Regulatory Affairs (ARA) Department employees related to City expenditures for employee memberships in professional organizations and/or professional licenses.

3. SCOPE

This policy applies to all ARA employees and supersedes all former ARA policies, procedures and directives relating to memberships and professional licenses.

4. DEFINITIONS

Activity reports: An explanation of the activities in which the employee is involved and the benefit to the City.

Division Head: The functional leader of an ARA Division, e.g. Financial Services, BARC, 311, ParkHouston, Payroll, Regulatory Permitting, Risk Management, Utility Regulation.

Licenses/certifications: Issued by a professional organization or state board to indicate professional or technical proficiency and expertise.

Membership: Application and acceptance into a professional, technical, and/or managerial organization(s) which may be local, state and/or national.

5. POLICY DETAILS

5.1. Based on the Division Head’s assessment of priorities and availability of budgeted funds, the department may reimburse or directly pay employee membership/license fees in job-related service or professional organizations.

5.2. Eligibility criteria:

5.2.1. Employees must be able to show a correlation between their current job assignment and the benefit to be gained by the City; and

5.2.2. The most recent HEAR assessment rating must be a minimum rating of 3.5 or higher (executive level employees exempt); and

DocuSigned by:

Approved:

Tina Paetz

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Date Approved:

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5.2.3. Employees should serve in an active role in the organizations where there are local affiliates for which they are requesting membership, e.g., officer, committee chair member or regular, consistent attendee.

- 5.3. Employees may be asked to submit an individual activity report to the Division Head to justify continued participation in the organization.
- 5.4. Subject to availability of funds, the Division Head may approve up to two (2) memberships and/or licenses per employee each fiscal year. Important Note: In years when the Mayor/Administration determines that no expenditures for memberships/licenses/travel will be allowed, employee memberships/licenses will not be renewed.
- 5.5. Only membership/license fees will be paid.
- 5.6. Travel authorization and reimbursement for travel expenses or meals is covered in A-P 2-5: Authorization and Reimbursement for Local and Out-of-Town Travel and Travel Related Expenses.
- 5.7. With prior approval and timely submission of documentation, fees for professional certification examinations may be reimbursed upon passing the exam or receiving the certification/license for which applied.
- 5.8. Time spent attending meetings (except by specific request of the City or approval by the Department Director) shall be done on the employee's own time and hours will not be considered for pay purposes.
- 5.9. Any exception to the policy must be approved by the Director.

6. PROCEDURES

- 6.1. Employees must fill out Request for Membership/License (Attachment I) and include an original invoice from the organization for which they are requesting membership/license.
- 6.2. Request is forwarded through the chain of command to the Division Head for approval and then routed to the Director for final approval.
- 6.3. Upon final approval the membership/license may be paid via purchasing card (P-Card) or reimbursed through Financial Services.



Request For Membership/License

(Attachment)

Employee Name: _____

Employee ID: _____

Job Title: _____

Division: _____

Name of Organization: _____

Role in Organization: _____

(Required License/ Active Member/ Committee Member/ Chair Officer)

Justification:

Other memberships/licenses and the amount currently paid by the City:

Employee Signature _____ **Date** _____

Division Head Signature _____ **Date** _____

Director Signature _____ **Date** _____