

UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
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EMPLOYEE CREDENTIALS & MEMBERSHIPS		
<p>RATIONALE: This policy is established to guide DHS investment in employee credentials and memberships that are in the best interest of the state and critical to the DHS mission.</p> <p>Replaces: Professional Association Membership Dues and Fees Memo <i>Related/Tags:</i> DHS 02-8 Administrative Salary Increase and Incentive Awards, DHS 02-11 Educational Assistance, DHS 01-16 Organizational Credentials and Memberships, FIACCT 05-08.00</p>		
Original Effective: September 22, 2021	Revision: n/a	Next Review Due: September 22, 2024

I. DESCRIPTION

This policy provides guidance and procedures for DHS investment in individual employee professional licensure or other credentials, and their membership in professional associations and other bodies. This policy supersedes any prior policy governing employee credentials and memberships. It does not replace any existing state or DHS policies to which the department must adhere. This policy is applicable to all department divisions, institutions, bureaus, and offices (DIBOs).

II. DEFINITIONS

The following terms are defined for this policy as:

- A. DHS or department: The Utah Department of Human Services (DHS) and any of its divisions, institutions, bureaus, or offices (DIBOs).
- B. Credential: An employee’s individual professional license, certification, or other accreditation. This does not include an organization’s licensure, certification, or accreditation. See DHS Policy 1-16 Organizational Credentials and Memberships.
- C. Membership: An employee joining a professional body, association, or other organization.

- D. Mission Critical Relationship and Partnership: A relationship with a partner where if one side did not perform to expectations, the overall mission could not be accomplished.

III. POLICY

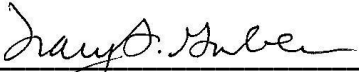
- A. Investments in employee credentials and memberships shall be in the best interest of the state and:
 - 1. Have specific objectives that support DHS:
 - a) Mission, values, and strategic plans and priorities;
 - b) Clientele needs;
 - c) Workforce recruitment, retention, and quality performance; or
 - d) Mission-critical relationships and partnerships.
 - 2. Use the most efficient, accessible, equitable, and effective means to maximize opportunity, impact, and value; and
 - 3. Be evaluated as part of an employee's annual performance evaluation to guide future investment in their credentials and memberships.
- B. Investment in employee credentials and memberships shall:
 - 1. Comply with state and DHS policies;
 - 2. Be within DHS and DIBO budgets;
 - 3. Comply with funding source requirements; and
 - 4. Require executive director, department deputy director, or department assistant deputy director pre-approval for any allowable exceptions to this policy.
- C. In addition to providing internal DHS training opportunities, DIBOs will equitably invest in employee credentials and memberships prioritized as follows:
 - 1. For credentials and memberships required by the position description or other document identifying position requirements:
 - a) DIBOs will allow work time for required training and exams with applicable approvals.
 - b) DIBOs will pay a required credential or membership due or fee when the employee:
 - (1) Is not on a performance improvement plan or under disciplinary action for other reasons; and
 - (2) Meets all other credential or membership requirements.
 - c) If there is an insufficient budget for all required credentials and membership fees in a fiscal year, prioritization will be for those positions the DIBO deems of greatest impact and benefit to the clientele and DIBO. DIBOs shall document the rationale for why positions are chosen.

- d) If prioritization is necessary, the DIBO will document and retain the rationale for the prioritization.
 - e) DIBOs may pay for one required exam fee per initial or renewal cycle.
 - f) DIBOs may pay for or towards required training fees.
 - 2. For credentials and memberships that are not required, but the DIBO deems are related to the employee's current job or career path, DIBOs may:
 - a) Allow work time for required training and exams.
 - b) Pay for or towards one credential or membership fee or due, per employee, per fiscal year, when the employee:
 - (1) Is no longer on new employee probation;
 - (2) Is not on a performance improvement plan or under disciplinary action; and
 - (3) Meets all other credential or membership requirements.
 - c) Pay for one exam fee per initial or renewal cycle.
 - d) Pay for or towards required training fees.
 - 3. DIBOs shall establish fair and equitable criteria in identifying the staff members for whom they will provide these benefits to.
 - D. Prior to making any commitments or payments, credentials and memberships shall require pre-approval by the designated authority, per delegations, and according to applicable state, DHS, and DIBO policy and procedure.
 - 1. DIBO directors may pre-approve employee credentials or memberships, including any associated required training or exam fees, up to a total of \$500 per employee per fiscal year, provided availability of resources within the DIBO budget.
 - 2. Employee credentials, memberships, and associated fees that exceed \$500 for any employee per fiscal year shall require executive director, department deputy director, or department assistant deputy director pre-approval.

IV. PROCEDURE

- A. For DIBO director pre-approvals, follow state policy and any applicable internal DIBO policy and procedure.
- B. For executive director, department deputy director, or department assistant deputy director pre-approvals, submit DIBO-approved requests as outlined with any required forms to dhsedoapprovals@utah.gov:
 - 1. Submit as early as possible and no later than four weeks before approval is needed. A decision will be provided by EDO within a reasonable time.

2. Describe the credential or membership.
3. Indicate if it is required. If not required, describe why it is in the best interest of the state and beneficial to the position or organization.
4. Provide fees or dues to be paid in the fiscal year.
 - a) If training fees are included and also fall under other policies (eg. group gathering or conferences), comply with all applicable policies.



September 22, 2021

Tracy S. Gruber

Utah Department of Human Services Executive Director