

SUBJECT: PROFESSIONAL LICENSING OF EMPLOYEES

APPROVED BY:

EFFECTIVE

DATE: 02-09-10 (replaces 11-26-03)

Executive Director

Reviewed (no changes): 03-31-11 _____

POLICY

All employees functioning in job positions which require a state license, certificate or registration shall be responsible for maintaining a current license, certificate or registration, including drivers' licenses where necessitated by the duties of the position. Failure to obtain or maintain a valid license, certificate or registration upon expiration, and without justifiable cause, shall result in appropriate disciplinary action, up to and including dismissal.

PROCEDURE

1. Human Resources will provide a copy of the attached form to each employee functioning in a position which requires a state license, certificate or registration at the time of appointment to that position.
2. Human Resources shall maintain a copy of each employee's current license, certificate or registration in a renewal file for all job classes which specify such a requirement.
3. Human Resources will verify validity of license at renewal through State Licensure Boards.

Attachment: Acknowledgment of Responsibility to Maintain Current License,
Certificate or Registration