

HR/LR Policy #1373
Payment for Job Related Licensure

Issued 01/30/2003
Revised 03/10/2015
Authority Labor Relations

OVERVIEW

Objective	To provide notice to agencies regarding non-payment for job related licenses and license renewals.
Policy Statement	Job-related licensure and license renewal is an employee's responsibility and will not be paid for with agency funds.
Scope	This policy applies to employees of executive branch agencies and classified employees in the Office of Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement System, and Teachers' Retirement System.

GENERAL STANDARDS AND EXPECTATIONS

Payment for required licensure is the responsibility of the employee. The collective bargaining agreements and plans do not have provisions for payment of licenses required for an employee's state position.

Payment for required licensure is a term or condition of employment, over which the state and the affected exclusive representatives have previously bargained. The state maintains that it is the responsibility of employees to bear the costs of any license required to qualify for their positions. This practice was sustained by an arbitrator in 1990.

If an agency is paying for employees' required licenses-or license renewal fees, it must end these payments. Agencies may notify any affected employees that the MMB Labor Relations Division has advised that the licensure payment is improper and must be discontinued effective immediately.

Many agencies pay for professional memberships and educational reimbursements. These types of payments are discretionary.

RESPONSIBILITIES

Agencies are responsible for:	Ensuring that job-related licenses are paid for by employees, not the agency.
MMB is responsible for:	Assisting agencies in implementing this policy.
Contacts	MMB Labor Relations Representative