

Memo

Date: August 4, 2025

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Co-Director, Statewide Payroll Services
Katie Karow, Co-Director, Statewide Payroll Services
Teresa Pivec, Enterprise Director for Human Resource Management

RE: Employee Payment Responsibility for Job Related Licensure - Reminder

Employees are responsible to cover payment for job-related licensure and license renewal ([HR/LR Policy #1373 Payment for Job Related Licensure](#)). These expenses shall not be paid for by agency funds. The collective bargaining agreements and compensation plans do not have provisions for payment of licenses required for an employee's state position.

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

Resources

- [HR/LR Policy #1373 Payment for Job Related Licensure](#)
- Refer employees to the [Employee Business/Travel Expenses Policy – Miscellaneous Expenses](#) page for information on eligible/ineligible expenses.

Questions

Agency Payroll, HR or Accounting staff should contact Courtney Salmon in Statewide Payroll Services at 651-259-3774 or courtney.salmon@state.mn.us with questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF