

**SUBJECT: POLICY STATEMENT ON ASSOCIATION DUES AND LICENSES**

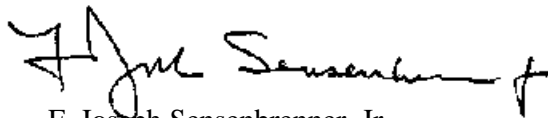
Purpose: The following policy is now in effect pertaining to the City of Madison paying for employees' memberships in professional or trade associations.

Policy: The City will pay dues for an employee for associations that are municipally oriented and have a direct relationship to the employee's present job. The City will not pay for memberships in associations that an employee might normally belong to as a member of a profession or trade, regardless of his/her specific job.

The City will not pay for licenses and other registration fees if they were a prerequisite for the position the employee now holds. The City will pay for special licenses and permits unique to the position and which were not required prior to obtaining the position. Fees for City licenses for City employees will be paid by the City.

The City will pay for blanket membership in municipal organizations where dues are based on population, valuation, etc., and in such cases, more than one membership in a department or division may be permissible.

Exceptions: In special situations, the City will pay the dues or fees if it can be shown that by having an employee join an organization or obtain a license there will be a direct benefit to the City.



F. Joseph Sensenbrenner, Jr.  
Mayor

APM No. 1-2  
September 1, 1987