

Policy for:           DUES AND MEMBERSHIPS          



## Background

**Reason for Policy:** To provide professional development and support for R2TPO staff and ensure consistency in the application of benefits.

**Additional Action Needed:** Broad direction should be incorporated into the Employee Manual during the next update.

**Approval Required:** TPO Board

**Effective Date:** July 1, 2020

**Relevant Documents:** R2CTPO Employee Handbook, R2CTPO Budget

**Existing Guidance:** A long-standing practice of the River to Sea Transportation Planning Organization (R2CTPO) has included reimbursing employees for a portion of the dues and membership fees for their participation in professional organizations and affiliations that advance their professional development as well as the work of the TPO. Approval of funding for dues and memberships has traditionally occurred through the budgeting process and was previously set at \$125.00 per employee. This is an important benefit for employees, however, and should be recognized in the Employee Handbook.

## Policy Direction

The R2CTPO recognizes the importance of participating as members of professional organizations. These organizations can be used as a resource for the R2CTPO to obtain best practices as well as industry insights and trends. These memberships also support the professional development of R2CTPO employees. The R2CTPO will pay for 100% of the cost of any dues or memberships where the R2CTPO as an organization is a member. Individual employees may also become members of professional organizations and/or associations. The R2CTPO will pay for or reimburse up to \$500 annually in dues and/or membership fees each employee to join an organization, or multiple organizations, consistent with their official position description. Prior to incurring costs, the Executive Director must approve the request, which should include a justification of how the dues and/or membership(s) will benefit the R2CTPO and how it is relevant to the employee's position. Employees should contact the Chief Financial Officer for more information or questions about dues and memberships.

## Authorized by:

**Name / Position:** Robert Gilliland, River to Sea TPO Chairman

**Signature:**

A handwritten signature in black ink, appearing to read "Robert Gilliland", is written over a light blue background.

**Date:**

1-22-2020