

Procedure Title:	Membership Dues				
Procedure Number:	DHS-060-019-01	Version:	1.0	Effective Date:	03/27/2002

DHS Chief Administrative Officer

03/27/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employee	Request and obtain prior approval from supervisor to join an organization if joining is dependent on DHS paying the membership fee. Request must describe benefit to DHS.
2.	Supervisor	<p>Determine if organization is relevant to employee's job and would substantially benefit DHS.</p> <p>Determine if the cost is equal to the benefit considering the budget and availability of funds.</p> <p><u>If approved</u>, forward request to Appointing Authority for further review.</p> <p><u>If denied</u>, notify the employee in writing of the action and reason.</p>
3.	Appointing Authority	<p>Evaluate request using criteria in Membership Dues Policy.</p> <p><u>If approved</u>, notify the employee and supervisor in writing.</p> <p><u>If denied</u>, notify the employee and supervisor in writing of the reason.</p>

Policy that applies:

[DHS-060-019, Membership Dues Policy](#)

Form(s) that apply:

None

Contact(s):

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Procedure History:

- **Version 1.0:**
03/27/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

