

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 4: Fiscal

POLICY: 4.013

SUBJECT: Membership, Dues, and Licenses

POINT PERSON: DANIA JOHNSON
DIRECTOR FINANCIAL SERVICES

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT

DATE: NOVEMBER 19, 2012

I. POLICY

Employees of Oregon State Hospital are required to maintain their own professional credentials. This includes paying fees for licenses, certifications, registrations, or other credentials that are required for employment. Employees are encouraged to voluntarily become members of professional organizations related to their jobs and disciplines. Membership fees and association dues are also the responsibility of the individual employee.

However, it is recognized that, in rare cases, there is benefit to be gained by the hospital supporting individual memberships and participation by individual employees in certain governmental and professional organizations. This policy describes the process to be followed in those cases.

II. DEFINITIONS

A. "Membership Fee" means the payment of fees or dues on behalf of individual staff members for formal association in a fraternal or professional organization for the purpose of exchange of information, scholarship, and ideas. Memberships or dues paid primarily for the purchase of goods (such as a subscription) or services (such as a cooperative association for the disposal of hazardous wastes) are excluded. Memberships in the name of the hospital benefiting all staff and patient treatment are also excluded.

III. PROCEDURES

A. The Chief Financial Officer shall approve all individual memberships and dues payments to ensure compliance with the following, but not limited to:

1. Benefit to the hospital;
 2. Availability of funds;
 3. Number of paid memberships in the hospital; and
 4. The availability of an agency membership in lieu of an individual membership.
- B. A Request for Purchase (RFP) shall be initiated, approved by an authorized manager, and sent to the Purchasing Department. Staff shall attach an explanation of the benefit to the hospital and the reason that it should not be considered the responsibility of the individual professional.
- C. No payment of membership fees or dues may be authorized for organizations which discriminate in membership on the basis of race, religion, sex, national origin, age, disability, color, marital status or sexual orientation.

IV. REFERENCES

DHS-060-019, Membership Dues (Rev. 3/27/2002)