

Title: Participation in Trade & Professional Associations  
Policy Number: 304  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to encourage employees to participate in certain trade and professional associations.

Comments:

- (1) Employees are encouraged to participate in trade and professional associations that promote County goals, individual skills development, professional development, professional recognition or that may be necessary for maintaining professional licenses. However, employee participation in those associations must not conflict with the County's interests.
- (2) The County may identify certain trade and professional associations in which representation is desirable and then designate the employees that it will sponsor for membership. Employees designated for membership act as County representatives in the association and are expected to promote the County's interests and participate accordingly
- (3) Employee participation in trade and professional association activities will not be considered as hours worked for pay purposes, unless participation is at the County's request or under its direction and control.
- (4) Department Heads are responsible for coordinating representation in trade and professional associations. The following factors may be considered in selecting associations for representation and in designating employees to be sponsored for membership:
  - (a) The nature and purpose of the association;
  - (b) The potential benefit to the County, including enhancement of the County's reputation and the development of the employee's leadership and organizational skills;
  - (c) The cost to the County;
  - (d) The extent to which the County already is represented in the association; and

- (e) The employee's job responsibilities, length of service, and overall qualifications for membership;
  - (f) Necessary for maintenance of professional license or continuing education requirements.
- (5) Department Heads are responsible for planning, budgeting, and approving the expenses of their employees' participation in association activities. The County will pay or reimburse the approved and reasonable expenses of employees sponsored for membership in trade and professional associations. Employees not sponsored for association membership may be eligible for reimbursement for the expenses of special association events, if participation in the activity is approved in advance by the Department Head.
- (6) Employees must have their Department Heads advance approval before soliciting or accepting any official position in a trade or professional association. The Department Head also should determine what compensation the employee will receive for association activities conducted during working time and any reimbursement for expenses incurred in performing official duties.
- (7) Employees are encouraged to contribute articles, present papers, and give talks to trade and professional associations. However, employees must obtain prior approval from the Department Head for any communication that might represent the County's position or involve any confidential information.