

Engineering & Architectural Services Policy No. 13.50**Professional Association Dues draft 3/1/15**

Applies To: Engineering & Architectural Services employees

Authorizing Sources: [RCW 39.04](#)
[RCW 39.10](#)
[RCW 39.80](#)

Information Contact: Engineering & Architectural Services

Effective Date: 12/18/1997

Last Update: 3/1/15

Sunset Review Date:

Approved By:

/s/

Bill Frare
Assistant Director, Engineering & Architectural Services

Purpose

This policy applies when an E&AS professional would like to commit to joining and participate in a Professional Architectural and/or Engineering Association.

- Its purpose is to provide partial financial support for E&AS staff membership of these organizations.
- E&AS staff members' participation in professional association's increases knowledge and connections with other professionals and with professional standards.
- Resources such as textbooks, reports, etc. obtained from professional association membership will be shared with fellow staff members whenever possible.

The Intent of this policy is to encourage professional development and involvement in the organizations that the associates involved in our projects also participate in.

Policy

A. EAS will pay for ½ the professional membership dues up to a cumulative amount of \$300.00 per annum when requested.

If an E&AS staff member chooses to exercise this benefit, it is expected that the staff member will be active in the professional organization and participate in local chapter meetings, activities and/or committee work. Employees may be expected to deliver oral presentations to their peers to share best practices, current trends, and other information gathered from participation in professional organizations.

E&AS' Team Program Manager must approve payment of professional dues.

B. Exceptions

- Professional Licenses and renewals are NOT included in this policy.
- Conferences and Continuing Education class funding is NOT included in this policy.
- The dues will not be used to promote political purposes.
- Membership is not in a political and/or union organization.

Procedures and required forms

- **Procedure:** – 13.50.1 Professional Association Dues ([link](#))
- **Forms:**
 - A19 Invoice Form ([link](#))

History

Amended:

- 3/1/15 – Defined cumulative amount per annum.

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov