

The University of Wisconsin System
UPS OPERATIONAL POLICY: GEN 25



SUBJECT: Payment of Licenses

Original Issuance Date: July 1, 2015
Last Revision Date: February 14, 2017

1. POLICY PURPOSE:

The purpose of this policy is to outline payment of license fees required to maintain professional credentials.

2. POLICY BACKGROUND:

The 2003 Legislative Audit Bureau report of procurement card usage contained a recommendation that required the Division of Administration, Department of Personnel Management (formerly OSER or DER) and, as a result, UW System to establish a policy regarding the payment for professional licenses.

3. POLICY DEFINITIONS:

See UPS Operational Policy [GEN 0: General Terms and Definitions](#) for a list of general terms and definitions.

4. POLICY:

Unless there is clear authority in an applicable collective bargaining agreement, university payment of professional license fees is prohibited regardless of the source of funds. The salary established for employees is intended to attract and retain staff based on the education, experience, and special training required to perform the work. For some staff this includes the requirement that they have a professional license to hold a particular position. The payment of license fees to maintain professional credentials is the responsibility of the employee.

An exception to this rule may be granted in those rare circumstances when a current employee is asked to obtain a license or certification for the convenience of the university. For example, the university could reimburse license costs incurred when a child care facility employee is asked to obtain a teaching license for occasional work as a substitute teacher.

5. RELATED DOCUMENTS:

July 2003, Legislative Audit Report – page 24

6. POLICY HISTORY: