

Individual

Individual memberships are held in the name of the in

and institutional memberships are held in the name of the university. (Ref: FSH 3270 - Membership Dues and Licensing Fees).

The University of Idaho recognizes that payment for licenses, certifications, memberships, and other professional and occupational requirements is a significant burden for certain employees, and that such credentials often directly benefit the University. When legally permissible and financially feasible, the University will pay for licenses, certifications, and memberships under certain limited circumstances as set forth below:

Please complete the following information certifying that your request for payment meets the following criteria .

Classified and Exempt Employees - Requirement of the position. University policy requires individual memberships or dues to be a requirement of the position as listed in the employee's job description. Please include/attach the employee's job description. If the professional organization is not specifically listed in the employee's job description

Please provide an explanation as to how the membership is essential to the position and how the university will directly benefit from the membership.

Faculty – Condition of Employment. University policy requires individual memberships to be stated in the faculty member's offer of employment or a condition of employment. Please include/attach the employee's letter of employment. If the professional organization is not specifically listed in the employee's, offer letter or job description

Please provide an explanation as to how the membership is essential to the position and how the university will