

PROFESSIONAL MEMBERSHIP DESK AID

TO: ADOT Transportation Divisions All

FROM: State Engineer's Office (SEO), Resource Management

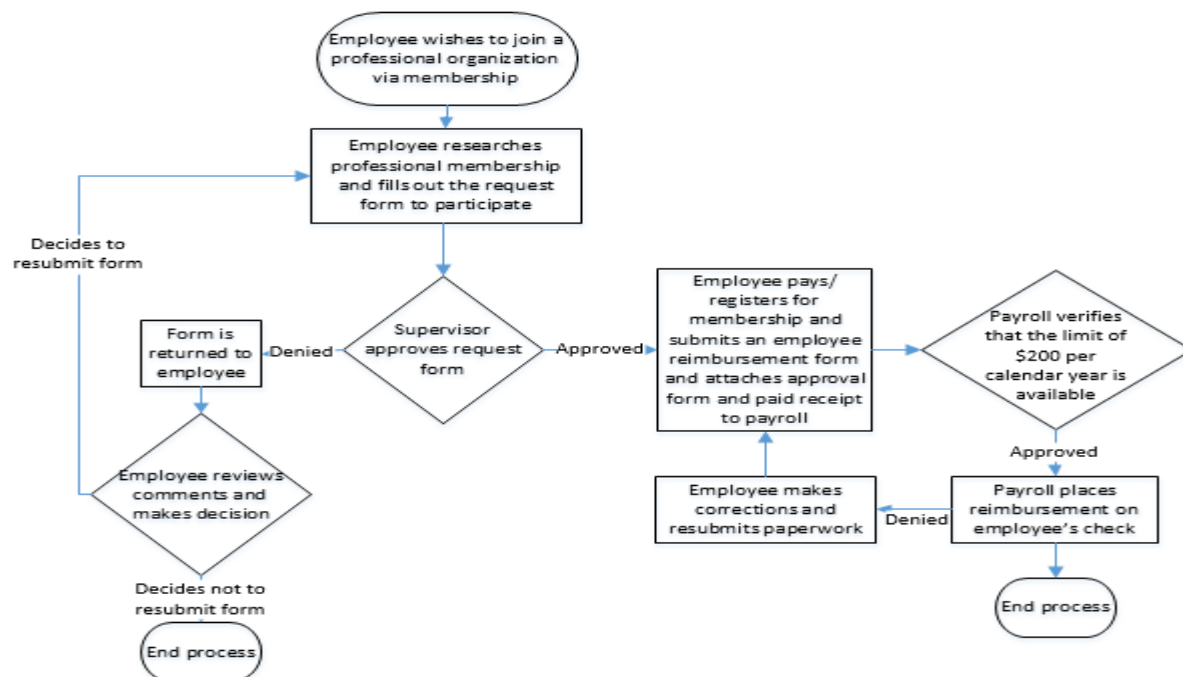
CC: Payroll Services, Controller's Office, Human Resources

DATE: February 13, 2023

RE: Professional Organization Membership

The State Engineer's Office has created the Professional Organization Membership program based on input from internal tiered huddle boards. This program supports employees to utilize educational and networking opportunities provided by membership in industry professional organizations. The Arizona Department of Transportation (ADOT) will subsidize up to \$200 per Transportation employee, per calendar year for professional membership annual fees and local activities (monthly meetings, conferences, etc) to job related professional organizations via payroll reimbursement. This program helps employees stay up-to-date or ahead of the latest knowledge, technology and trends in their field, interact and learn from other professionals in their industry and promote a continuous life-long learning culture among ADOT employees.

The Process Flow for requesting and gaining approval is shown below.



The transportation employee wishes to participate and/or join a professional organization, the employee researches the professional organization and fills out the Professional Membership reimbursement request form.

The manager/supervisor reviews the request and Transportation Policies and Procedures PER 22-1 [Professional Memberships](#). If modifications are needed or the request is denied the form is returned to the employee for modification or to end the request.

If the manager/supervisor approves the request with no modifications, the manager signs and the form is forwarded to the employee. The employee registers with the professional organization, pays the fee, receives a receipt and submits a request with supporting documentation to Payroll Services for reimbursement.

Payroll Services verifies that a balance of up to a \$200 limit is available for the employee in this calendar year and completes the reimbursement requests during the next payroll cycle.

The employee may participate in activities with the professional organization outside of work hours and during work hours with paid leave and the approval of the employee's supervisor in order to meet business needs.

The employee may request reimbursement for additional costs of meeting attendance if within the \$200 maximum limit.

A biweekly report will be generated upon request to managers with the current balance available to the employee.

Additional Resources:

ADOT Policies and Procedures PER-15.05 [Tuition and Professional Development Reimbursement](#).