



**WILLIAM & MARY**

CHARTERED 1693

## **DIRECTIVE 110**

**TITLE:** University Funding for Licenses, Certifications, and Memberships in Professional Associations

**EFFECTIVE DATE:** August 10, 2016

**REVISION OF:** First Edition

### **I. SCOPE:**

This policy applies to all Facilities Management (FM) staff members.

### **II. PURPOSE:**

To set policy for use of university funding to support licensure and certification of FM staff members and membership in professional associations.

### **III. POLICY:**

1. A knowledgeable FM workforce with current skills is important to the success of the university. While some positions have established requirements for licensure or certification, the university also benefits by the many staff members who hold licenses and certifications that relate directly to their positions. To foster workforce knowledge and skills, the FM department may fund:
  - a. Renewal of all licenses and certifications required by the position. When no license or certification is required by the position, funding may be provided for one directly related license or certification.
  - b. Mandatory continuous learning associated with all required (or one related) license or certification.
  - c. Membership in one professional association when beneficial to the university. Use institutional memberships when practical and beneficial to do so.
2. Staff members desiring FM department funding for the above must submit a request to their supervisor for review. Supervisors will route requests to the appropriate director for approval.

### **IV. APPROVAL, AMENDMENT, AND GUIDANCE:**

This policy was approved by the Associate Vice President of Facilities Management.

The Director of Business Services (FM) interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.

A handwritten signature in black ink, appearing to read 'Van Dobson', with a long horizontal flourish extending to the right.

Van Dobson  
Associate VP for Facilities Management