



Enriching Lives &
Connecting Communities

Mandatory Licenses and Certifications

Property Management
Policy No. 12070

Revision Date: November 18, 2013
Last Revised: January 24, 2011

Policy Statement

The Richland County Recreation Commission is committed to personal and professional development of its employees. The Richland County Recreation Commission may cover the cost of mandatory licenses/certifications identified in the job description and critical to the operation of Richland County Recreation Commission Property Management business.

Guidance:

Based on budget availability, the Richland County Recreation Commission may incur the fees associated with obtaining and maintaining certain licensing and certifications as required for various full-time positions. The Recreation Commission may also incur the yearly renewal cost for such license/certification thereafter. Upon receipt of the licensing/certification, the employee will sign the License/Certification Agreement Form (attached Addendum A).

Employees are expected to have required licenses and certifications upon employment with the Richland County Recreation Commission. Payment for license/certification renewal fee applies after the employee has completed his/her one year probationary period. It is recommended that employees renew their licenses/certifications within seven (7) days prior to expiration.

In the event an employee resigns or is terminated through misconduct or any fault of his/her own, he/she will be required to pay for his/her licensure/certification on a prorated basis which is as follows:

1 – 3 months.....	100% of the License cost
4 – 6 months.....	75% of the License cost
7 – 9 months.....	50% of the License cost
10 – 12 months.....	25% of the License cost

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 21, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

Addendum A

License / Certification Reimbursement Agreement

The cost associated with this license is \$ _____ which is a new renewal license/certification. The amount owed will be deducted from the employee's final check.

I, _____, have received my license certification as a
(Employee's Name - Please Print)
_____ which expires on _____. Furthermore, I
(Type of License) (Date of Expiration)
have read the above terms, understand, and agree to this license contract.

I understand that in the event that I resign or am terminated through misconduct or any fault my own, I will be required to pay for licensure/Certification on a prorated basis which is as follows:

1 - 3 months.....	100% of the License cost
4 - 6 months.....	75% of the License cost
7 - 9 months.....	50% of the License cost
10 - 12 months.....	25% of the License cost

Signature

Date