

	City of Cedar Park Human Resources Policy Manual		
	Professional Memberships and Subscriptions		
	Number: F-3	Revision: 1	Effective Date: 04/26/18

1.0 Policy

It is the policy of the City to encourage employees to participate in certain professional organizations and subscribe to professional related publications provided the necessary funds are available.

2.0 Procedure/Rule

- 2.1 An employee is encouraged to participate in professional activities that promote the goals of the City and public service, that provides opportunities for individual skills development and that recognizes professional attainment.
- 2.2 An employee who participates as a member of an organization, representing the City of Cedar Park, is expected to promote the City's interests and act accordingly.
- 2.3 An employee shall have the advance approval of the Department Head or designee (or City Manager if the employee is a Department Head) before seeking or accepting any official position in a professional association.
- 2.4 The City may pay, in whole or in part, the cost of professional memberships and subscriptions to professional publications provided the necessary funds are budgeted and are available.