

### **1000.3 Occupational Licenses and Certifications**

As most occupational licenses and certifications are issued to the individual, they are the responsibility of the individual. Licenses and certifications that are a requirement of the position (i.e. professional engineer, plumbing and electrical licenses, etc.) are the employee's responsibility to obtain and maintain. Failure to obtain and/or maintain appropriate licensure and certification may result in disciplinary action, up to and including termination of employment. If new requirements for licensing are mandated, the department will cover the costs for the first licensing. In some cases, the department pays further costs. Employees must check with their supervisor for conditions allowed. An employee must report any change in the validity or expiration of his or her occupational licenses or certifications to the immediate supervisor on the next workday or next shift following the change. Failure to do so may result in disciplinary actions up to and including termination.