



Employee Licensure Responsibility



Policy A-IC-22

**August 15, 2008
Revised December 10, 2015**

PURPOSE: The purpose of this policy is to establish guidelines within the agency to uphold the requirements of licensure related to employee job duties. The health department must ensure a competent public health workforce with employees that remain within the requirements of their respective licenses.

POLICY STATEMENT: Due to the acknowledged state and national requirements of specific licensures and certifications, it is the policy of the Three Rivers District Health Department (TRDHD) to have employees stay abreast and maintain respective responsibilities.

PROCEDURE: Employees functioning in a job description requiring a specific license or certification must adhere to guidelines established by the licensing organization and annually present proof of renewal one full business week prior to expiration.

- I. The Training Coordinator will verify the validity of employee licenses on an annual basis and follow up with staff and management accordingly.
- II. Failure to comply with this policy may be considered a breach in a condition of continued employment and result in disciplinary action including and/or up to termination.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date