

LAC+USC MEDICAL CENTER POLICY

Subject: PROFESSIONAL ASSOCIATION MEMBERSHIP	Original Issue Date: 2/23/76	Policy # 526
	Supersedes: 5/9/17	Effective Date: 10/30/20
Departments Consulted: Human Resources Human Resources Committee DHS Finance	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature On File) Chief Medical Officer (Signature On File) Chief Executive Officer

PURPOSE

To encourage membership and activity in professional associations that may promote, regulate, and/or inform employees of new or updated laws, regulations, and/or general information pertinent to their work.

POLICY

LAC+USC Medical Center employees are encouraged to maintain membership, as appropriate, in professional associations related to their work and participate in those organizations' continuing education activities. Educational activities related to professional associations promote competence improvement through formal and informal interaction with peers and colleagues from other County or community organizations and settings. Where acceptance of responsibilities in professional associations require considerable activity during working hours, prior approval shall be obtained from the immediate supervisor and responsible LAC+USC Medical Center Executive Council member and shall be documented on the employee's performance evaluation and appropriate timekeeping records.

PROCEDURE

Professional association memberships may be paid by the Department of Health Services only in cases where membership is required at the authorization and direction of the Director. All other instances where the employee desires membership, the employee must assume the cost.

Membership approval requests must be submitted on and approved by the LAC+USC Medical Center Chief Executive Officer and Chief Financial Officer on a membership request form and submitted to the DHS Chief Financial Officer for final approval.

RESPONSIBILITY

Administrators
Department Managers
Supervisors
Human Resources
DHS Finance
All Employees

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ATTACHMENT

Attachment A-I: Instructions for Completing the Membership Approval Request

Attachment A-II: Membership Approval Request Form

REVISION DATES

August 1, 1994; October 20, 1998; April 9, 2002; May 05, 2005; September 30, 2008;
February 11, 2014; May 9, 2017; October 30, 2020