



**Office of Human Resources & Workforce Diversity**

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July 7, 2014

MEMORANDUM

TO: Chief Business Officers  
Human Resources Directors

FROM: Alan N. Crist   
Senior Associate Vice President

SUBJECT: Payment of Licenses

This is a reminder that as result of a July 2003 review by the Legislative Audit Bureau done for the Department of Administration on the use of state purchasing cards, the following clarification of UW System policy was provided in a memo dated December 16, 2003 from Deborah Durcan, VP for Finance and George Brooks, AVP for Human Resources, regarding the payment of license fees for university employees. This memo from me also clarifies that this is UW System policy regardless of the source of the funds:

**Classified Employees/Represented Graduate Assistants**

Unless there is clear authority in either the state Compensation Plan for classified non-represented employees or in the applicable collective bargaining agreement for represented employees for the payment of professional licenses, no license fees are to be paid. Such payments are considered wages and/or benefits and must be either specified in the Compensation Plan for classified non-represented employees or must be bargained for represented employees.

**Unclassified Employees**

The salary established for unclassified employees is intended to attract and retain staff based on the education, experience and special training required to perform the work. For some staff this includes the requirement that they have a professional license to hold a particular position. The UW System policy is that a professional license for an employee should not be paid by the university. License fees to maintain professional credentials are the responsibility of the employee.

cc: David Miller, Senior Vice President  
Tom Stafford, General Counsel

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