

POLICY 404 MEMBERSHIPS IN CLUBS AND CIVIC ORGANIZATIONS

Policy:

The City of Ferndale encourages employees to participate in the activities of community clubs and civic organizations, as approved by the Mayor and/or City Administrator.

Comment:

(1) Employees are encouraged to seek membership in community clubs and civic organizations where membership will promote the City of Ferndale's business interests and enhance its image in the community. However, employees who participate in clubs or community organizations may not allow their activities to interfere with job performance or harm or conflict with the City of Ferndale's interests. (See CONFLICTS OF INTEREST, Policy 805.)

(2) The Mayor and/or City Administrator may identify certain community organizations in which the City wants to be represented and then designate the employee(s) that it will sponsor for membership in them. Employees who are designated for membership act as City of Ferndale representatives in the organization and are expected to promote its interests.

(3) Employee participation in club and civic organization activities is not considered as hours worked for pay purposes unless it is at the City of Ferndale's request or under its direction and control.

(4) The Mayor or City Administrator may consider a number of factors, including the following when selecting organizations for representation and designating employees to sponsor for membership:

- (a) The nature and purpose of the club or organization;
- (b) The potential benefit to the City of Ferndale, including the enhancement of the employee's leadership and organizational skills;
- (c) The cost to the City of Ferndale;
- (d) The extent to which the City of Ferndale is already represented in the club or organization; and
- (e) The employee's job responsibilities, length of service, and overall qualifications for membership.

The Mayor or City Administrator will review periodically its representation in community organizations and its sponsorship of employees for membership and will make changes as it considers appropriate.

(5) Employees whose membership is sponsored by the City of Ferndale are encouraged to use the clubs or civic organizations for business purposes.

(6) Employees who are sponsored for membership in community clubs and civic organizations are eligible for reimbursement for dues only. A Claim Reimbursement form must be completed in order to receive reimbursement.

(7) Employees who are not designated and sponsored for membership in community organizations are responsible for their own expenses.