

## **ARTICLE 36 – LICENSURE AND CERTIFICATION**

- 36.1 License and Certification Fees. Any pre-employment or pre-appointment licenses and certifications required at the time of hire into a position will be at the employee's expense and on their own time. Any licenses and certifications necessary to meet the minimum qualifications of the position will be obtained at the employee's expense and on their own time.

Employees who are required by the University to have licenses and certifications beyond that necessary to meet the minimum qualifications for their position (at time of hire), will acquire and maintain all such licenses and certifications at the University's expense and during paid release time.

Training is necessary to acquire security/access badges for secured areas leased to the Pacific Northwest National Laboratories (PNNL) and/or the U.S. Department of Energy. PNNL is specifically included in the requirements of this section.

- 36.2 Employees may request and supervisors may authorize payment of the cost of maintaining a license or certification identified as a preferred qualification for their position. An employee will report any loss of license(s) or certification(s) required to perform the employee's duties, to the employee's supervisor not later than the first work day following the loss or as soon as is practical.