

**Date Updated and Published: April 2014****Revision History:****Review: Annually****Last Date Reviewed:** November 2019**POLICY**

Effective August 1, 2014, Bethel University discontinue the practice of reimbursing employees for any type of license which was/is required as a condition of employment. Additionally, any continuing education and/or privilege tax that is required by the State licensing agency to retain such license will not be the responsibility of Bethel University. Finally, any individual insurance coverage obtained by the employee on his/her behalf will be a personal expense of the employee. Bethel University will continue to carry adequate insurance coverage for all employees while working for the benefit of the University.

This policy is not intended to discourage employee professional development. Bethel University supports employee professional development and all requests for professional development will be considered on a case-by-case basis.

**RESPONSIBLE PARTIES**

Cabinet-level officers, Department Supervisors, Business Office personnel

**PUBLICATION**

This policy is published on the University's website.