DEPARTMENT OF CORRECTIONS

Policy Number:	**103.040**
Title:	**Employee Credentials Requirements**
Effective Date:	**1/21/20**

PURPOSE: To ensure employees obtain, possess, and maintain the credentials required of their position or assigned job tasks.

APPLICABILITY: All Minnesota Department of Corrections (DOC) employees in positions which require credentials, or with assigned job tasks which require credentials.

DEFINITIONS:

Credentials – licensures, certifications, or registrations that are required to perform a position or assigned job task(s).

Facility credentials – credentials required for the operation of a facility that are not an inherent requirement of a specific position or job classification, the time spent doing the credentialed task is a small percentage of the job, and one or more staff at the facility could reasonably obtain and maintain the required credentials.

Finalists – the top applicants for a position that requires credentials.

PROCEDURES:

A. The supervisor is responsible to know which credentials, if any, are required for each position they supervise. The supervisor must state the required credentials of the position in the employee position description in Section A, Dimensions, Licensure.

B. The supervisor must work with the human resources (HR) staffing representative to ensure credentials required of a vacant position are listed in the vacancy announcement.

C. The supervisor must verify the credentials of a finalist either at the time of interview or prior to an offer of employment if the credential is required at the time of hire or appointment to the position.
   1. If the credential is required within the probationary period, the supervisor must verify the credentials of the employee prior to certification in the position.

   2. If the supervisor determines a credential is required of a position after the employee's hire, appointment, or certification, the supervisor must seek approval from the appointing authority and the regional HR director who consults with the assistant HR director prior to implementing the required credential.

D. The employee must provide proof of credentials to the employee's supervisor upon credential renewal.

E. The supervisor must maintain proof of the employee's current credentials in the employee's supervisory file.

F. The supervisor must reflect the status of the employee's credentials in the employee's annual performance review (see Policy 103.018, "Performance Management System").

G. An employee must immediately notify the employee's supervisor if the employee's credentials have lapsed, been revoked, restricted or conditioned in any way, or if any stipulations have been placed on the practice of the employee's professions. The appointing authority, in consultation with regional the HR director/designee, must determine if any such stipulations may be accommodated or if the employee may not continue to work.

H. The costs associated with obtaining or maintaining credentials are the responsibility of the credentialed employee, unless it is deemed to be a facility credential that is identified for a current employee(s). If the credential is a facility credential:

1. The agency bears the costs of obtaining and maintaining the facility credential(s) of the identified employee(s). These exceptional cases are most often in plant maintenance.

2. Any facility credential costs paid by the agency must be evaluated by the appointing authority to ensure credentialing expenditures comply with this policy.
   a) Appointing authority approval must be documented in writing.
   b) The supervisor must retain a copy of the written approval documentation in the credentialed employee's supervisory file.

I. Completion of continuing education, training, etc. associated with obtaining or maintaining credentials is the responsibility of the employee. However, the department may offer training opportunities to current employees that provide a direct benefit to the department, while also meeting the requirements for obtaining or maintaining the credentials.

INTERNAL CONTROLS:

A. The supervisor must state the required credentials in the employee position description.

B. The supervisor must maintain proof of the employee's current credentials in the employee's supervisory file.

C. The supervisor must reflect the status of the employee's credentials in the employee's annual performance review.

ACA STANDARDS: 4-4382, 4-JCF-6C-03

REFERENCES: Minn. Stat. Chapter 214 (Examining and Licensing Boards)
MMB HR/LR Policy and Procedure #1373
Policy 103.018, "Performance Management System"

REPLACES: Policy 103.040, "Employee Licensure Requirements," 4/16/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services

Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services