



## Administrative Order

**TITLE:** Licensing Fee Reimbursement  
Payment Program

**NUMBER:** AO-09  
**CANCELS** 07/31/11  
**APPROVED:** 04/10/15  
**ORIGINATOR:** Human Resources  
**REVIEW:** 04/10/18

### I. PURPOSE AND SCOPE

To establish a method for reimbursing or paying for licensing fees of eligible Brevard County employees that qualify under the guidelines of the Education Assistance and Licensing Fee Reimbursement/Payment Program policy.

### II. DEFINITIONS AND REFERENCES

- A. Brevard County Ordinance No. 96-57, dated December 17, 1996
- B. Chapter 82, Brevard County Code – Personnel, Section 82-2 –Purpose and Intent
- C. Brevard County Policy Number BCC-08, Education Assistance and Licensing Fee Reimbursement Policy
- D. Form BCC-208b, Application for Reimbursement/Payment of Licensing Fee

### III. RESPONSIBILITIES

- A. Each employee seeking licensing fee reimbursement/payment shall make application, utilizing Form BCC-208b located on the county's intranet site.
- B. Each Department/Office Director shall review applications submitted by employees within his/her authority and certify if the license requirement is a prerequisite by the State of Florida for the employee to maintain his/her professional, skilled craft, or technical status to perform his/her job duties and responsibilities, as stipulated in Brevard County Ordinance No, 96-57. The director shall also designate the Business Area, Cost Center and GL Account from which the licensing fee is to be paid.
- C. The Human Resources Director shall render the decision to approve or disapprove licensing fee reimbursement/payment.
- D. Any decision rendered by the Human Resources Director may be appealed to the County Manager who will be the final arbiter of all decisions.

### IV. PROCESSING OF APPLICATIONS

- A. The employee shall submit his/her Application for Licensing Fee Reimbursement/Payment to the Office of Human Resources via his/her Department/Office Director.
- B. The Human Resources Office will return the copy of the application to the employee indicating approval or rejection of the licensing fee reimbursement/payment. The Department/Office Director will also be notified of approval or rejection of the application.

- C. Applications for reimbursement shall include the original receipt for payment of the licensing fee.
- D. Applications for direct payment shall include the original invoice or other original document which includes the employee's name, amount of the fee and the nature of the license.

V. RESERVATION OF AUTHORITY

The authority to issue and/or revise the Administrative Order is reserved to the County Manager.

  
Stockton Whitten, County Manager 4/1/15

Sec. 82-2. Purpose and intent.

(a) It is the general purpose and intent of this chapter to establish for the government of the county a system of personnel administration that will assure optimum utilization of the human resources employed by the county. This system shall provide a means to recruit, select, develop, promote and maintain an effective and responsible work force and shall include policies and procedures for employee hiring and advancement, training and career development and job classification, salary administration, discipline, discharge and related activities. All appointments and promotions shall be based upon an objective evaluation of merit and fitness to perform the work required, using open selection procedures, job-related examinations and other evidence and other evidence of fitness for the particular job.

(b) Discrimination against any person in recruitment, examination, appointment, training, advancement, retention or other personnel action in the government of the county because of political opinion or affiliation, religious belief, race, color, gender, national origin, ancestry, age, marital status, or physical or mental disability if such age or physical disability does not preclude the performance of the essential functions of the job, with reasonable accommodations provided as necessary, shall be prohibited.

(Code 1979, §1-132; Ord. No. 96-26, 5-28-96)