

Administrative Procedure

Office of the City Manager

Commercial Driver's License (CDL) Expense Reimbursement Program

Effective June 12, 2023

Purpose

The purpose of the Commercial Driver's License (CDL) Expense Reimbursement Program is to allow employees (in the Public Works and Water and Sewer departments) to obtain a Commercial Driver's License (CDL) and to ensure the City of Hendersonville has qualified employees operating any singular vehicle with a GVW of 26,001 pounds and over (including the combination of a truck/trailer, anything being towed with a GVW over 10,000 pounds) and to comply with the Federal Motor Carrier Safety Administration (FMCSA) regulations.

Procedure

The City will allow certain Public Works and Water and Sewer department employees that have completed probation to attend a CDL training school recognized and approved by the FMCSA.

The City will pay the cost of training, fees, books and supplies for the employee. Employees enrolled in the training will follow the steps and procedures outlined by the school they are attending. Employees will be compensated at their regular hourly rate for all training. On-line course work will be done on City premises. Off-site training will be done at the designated training facility. The City may at times contact the school on your behalf and to inquire of your progress.

Agreement Language

We are pleased to offer you with the opportunity to obtain your CDL. In the event that you leave employment with the City of Hendersonville or you withdraw from the training after completing 10% of online coursework, you will be responsible for reimbursing the City for any costs associated with the CDL training, equipment or school paid on your behalf based on the schedule below. Furthermore, by your signature on this agreement, you authorize the City to withhold any training costs paid from any severance and other final pay you receive should your employment terminate.

- If an employee leaves employment within two years of completing the training, they will be required to repay the City 50% of the cost associated with their CDL training.
- If an employee leaves employment within one year of completing the training, they will be required to repay the City 75% of the cost associated with their CDL training.
- If an employee withdraws from training after completing 10% of online coursework, they will be required to repay the City the costs associated with their training.

Repayment example: If the cost of training is \$3,000 the amount of repayment will be based on a pro-rated scale of \$3,000 divided by twenty-four months. $\$3000/24 = \125 per month, the amount is reduced by \$125 per month up to twenty four months

Legal Acknowledgements

Nothing in this procedure shall alter an employee's at-will status of employment with the City. This procedure shall not create liability on the part of the City or any officer or employee thereof for any personal injury or property damage that may result from reliance upon this procedure, or any administrative decision lawfully made pursuant to this procedure. If any provision of this procedure is or becomes or is deemed to be invalid, illegal, or unenforceable pursuant to applicable law, such provision shall be construed or deemed amended to conform to applicable laws, or if it cannot be so construed or deemed amended without materially altering the purpose or intent of the policy, such provision shall be stricken, and the remainder of the policy shall remain in full force and effect.

Employee name (please print): _____

Employee signature: _____

Date: _____

Department Head _____

Date: _____

Program and Procedure Approved by:



John F. Connet, City Manager

6-8-23
Date