

## 6.11 CDL Testing Reimbursement:

~~CDL drivers will be reimbursed for the cost of taking the CDL driving test only, provided they have passed and paid for their written test. Receipt of payment must be provided for reimbursement. (Updated and approved by City Commission on October 16, 2017)~~

### CDL Reimbursement/Payment

**PURPOSE:** To outline the procedure for paying/reimbursing costs associated with an employees' commercial driving license.

**BACKGROUND:** If the City of Deadwood requires an employee to obtain a CDL, the city will pay for specified cost. The testing must be approved by the supervisor. Upon successful completion, the department will pay or reimburse employees' expenses for the following:

Commercial Driver License (CDL) renewal fee.

Commercial Driver License (CDL) including application and license fees.

The city will not pay for failed attempts of testing.

**POLICY:** If CDL certification fees are paid/reimbursed by the City of Deadwood, the employee shall be required to maintain employment with the city for a minimum of two (2) years following the receipt of payment. An employee who voluntarily leaves city employment within two (2) year of CDL payment/reimbursement shall be required to reimburse the city at a prorated rate as detailed below and which will be withheld from the employee's final paycheck. Extenuating circumstances can be appealed to City Commission.

#### Repayment Due to Separation of City Employment

- One to six months 100% of certification fees shall be reimbursed to the city
- Seven to twelve months 75% of certification fees shall be reimbursed to the city
- Thirteen to eighteen months 50% of certification fees shall be reimbursed to the city
- Nineteen months to twenty-four months 25% of certification fees shall be reimbursed to the city

The employees shall sign attached CDL Reimbursement Agreement Form, (Attachment A), in front of a supervisor who will also sign the form and provide a copy of the form to the employee. The original is sent to Finance Office to be placed in payroll and in the employee's file.

### PROCEDURES:

#### Employee Responsibility

##### 1. Initial CDL Certification

Upon successful completion, the employee is required to request reimbursement of fees related to certification and provide his/her supervisor detailed receipt for proof of payment. If fees for initial CDL certification are paid/reimbursed by City of Deadwood, the employee is required to sign CDL reimbursement agreement form detailed above.

##### 2. Renewal of CDL

The employee is required to provide his/her supervisor a detailed receipt for proof of payment for CDL renewal fees.

#### Department Director or Designee Responsibility:

The department director has the option of paying for any portion of the CDL certification with City Commission approval as necessary, including the application and written testing fees. If the city pays for the written portion and the employee fails the written test, those fees will be deducted from the employee's check. If the employee pays for the CDL certification, the department director shall request employee reimbursement for associated fees with the submission of a detailed receipt for proof of purchase.

The department director shall ensure that employees sign the CDL reimbursement agreement form before the City of Deadwood pays/reimburses CDL certification fees.

1. Procedure for the City's payment method:

The department director will coordinate with the Finance Office to pay for expenses related to CDL certification/renewal. City Commission approval is required to be obtained prior to paying for the CDL certification.

2. Procedure for requesting employee reimbursement:

The department director will submit a claim form to Financial Services requesting reimbursement for employees' expenses related to certification or renewal. The department employee must sign form, (Attachment B), and attach the detailed receipt(s) as proof of payment.

Finance Office Responsibility:

Verify that all documentation is provided in accordance to State and Federal laws as well as City purchasing policy and CDL Payment/Reimbursement Policy. Authorize and process requests for payment or reimbursement for expenses related to certification/renewal.

**EFFECTIVE DATE / RESCISSION:** This policy is effective October 15, 2022, and will remain in effect until rescinded.