

CITY OF WHITING INDIANA
CDL REIMBURSEMENT POLICY

Pursuant to the policy of the City of Whiting, all employees who are members of the Teamsters Local 142 are required to obtain and maintain an Indiana Class B Commercial Driver's License (CDL).

An employee has to obtain the CDL within one (1) year of his/her hire date.

Based on changes in the federal law regarding commercial driver's license training requirements, the cost to the City to provide the necessary testing and training to an employee has increased tremendously. Third party training is mandatory prior to an employee's application for a CDL. As a result, the City will establish a policy regarding the costs of CDL testing for any employee who does not already have a CDL on date of employment.

Effective January 1, 2023, any current or future employee that does not have a valid and current Indiana BMV issued Class B CDL on February 1, 2023, will be subject to the following policy:

I. Employee paid training and testing.

An employee, if he or she so chooses, may pay for all costs associated with obtaining a CDL Class B license. In that event, the employee has no financial obligation to the City related to the CDL other than to maintain the license as required.

II. City paid training and testing.

1. The City is willing to pay the current up-front costs for training and testing for a Class B CDL on an employee's behalf.
2. The current cost of said training and testing is Two Thousand Five Hundred Dollars (\$2,500.00).
3. In consideration of the City paying these costs up-front on the employee's behalf in order for the employee to meet the condition of employment, the Employee will agree as follows:
 - A. If an employee leaves employment with the Street/Sanitation Department within twenty five (25) months of obtaining the CDL, the employee shall be required to reimburse the City the costs actually expended by the City.
 - B. The reimbursement obligation will be reduced by One Hundred Dollars (\$100.00) per month for each month the employee continues to work for the Street and Sanitation Department up to Twenty Five Hundred Dollars (\$2,500), provided the employee maintains the CDL license in good standing with the State of Indiana.
 - C. If the employee transfers to another department, the 25 month credit and good standing rules continue to apply.
 - D. An employee who remains employed with the Street/Sanitation Department for twenty five (25) consecutive months will have no further obligation to reimburse the City for any costs associated with the CDL training and testing program.


- E. In the event the costs of the training and testing program increases in the future, the dollar amount and number of months will be adjusted accordingly for new hires.
- F. Employees may be required to execute a promissory note payable to the City to ensure the City is reimbursed in accordance with this policy.
- G. The obligation to reimburse the City becomes effective once the City has made the training and testing payment to the third party vendor.

III. General conditions

1. The employee must obtain the Class B CDL by the one year anniversary date of employment with the Street/Sanitation Department.
2. No extension of time will be granted unless the testing timeline is disrupted through no fault of the employee. In such an event, the Sanitary Board of Commissioners may entertain a request to extend the time period an additional thirty (30) days.
3. In the event an employee fails the test, drops out of the training program prematurely, skips any in-person training classes, or fails to complete the process for any other reason, the \$2,500.00 shall become immediately due and payable. The employee may also face possible termination for failure to meet a condition of employment if the one year time period expires and the employee fails to obtain the Class B CDL.
4. Employees may use city vehicles at no charge for testing purposes.
5. Employees may complete the on-line classroom work during normal work hours as authorized by the Street Commissioner.

So approved by the City of Whiting Board of Sanitary Commissioners this 7th day of

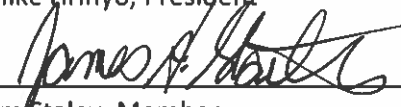
February, 2023



 Mike Hrinyo, President



 John Strabavy, Secretary



 Jim Staley, Member



 Steve Spebar, General Manager

The employee, _____, having read said policy agrees to be bound by these terms, conditions, and obligations.

All of which is agreed to this _____ day of _____, 20_____.

 Employee

 Witness

Pursuant to hiring date of _____, employee must obtain the CDL by _____.