



CITY OF MANITOWOC CDL TRAINING POLICY

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1. PURPOSE

The City strives to hire the best candidates for open positions. The City will provide financial assistance to employees who are hired into positions which require a Commercial Driver's License (CDL).

2. PRIOR APPROVAL

Employees must obtain prior approval from their Department Head and Human Resources to be eligible for payment of training and exam costs.

3. ELIGIBILITY

Employees who are hired into full-time regular positions requiring a CDL are eligible. To be eligible, the employee must have their Commercial Learning Permit at the time of hire. Training and successful testing must be completed within 6 months of hire. If the employee is unable to pass the CDL exam within 6 months, their employment will be terminated. Exceptions may be made if training sites have no capacity.

4. QUALIFIED EXPENSES

Expenses included under this program include training costs, any necessary materials, and exam fees for training through a registered Entry-Level Driving Training (ELDT) program. The City will pay up to \$1,000 up front toward training costs. Upon successful completion of the program, the City will reimburse the remaining costs, up to a total of \$4,000 per employee.

5. PAYMENT OF PROGRAM COSTS

Program costs will be paid for successfully completing the ELDT program and passing the CDL exam. Employees who fail to complete the course or are unable to pass the exam will be required to reimburse the City for all costs paid toward the program. Employees who withdraw from the training program for any reason or terminate employment prior to passing the exam will be required to reimburse the City. Amount owed will be deducted from the employee's final paychecks. If the employee's paychecks do not cover the total owed, the employee will be invoiced for the remainder.

6. PAYBACK REQUIREMENTS

Employees are required to maintain regular full-time employment with the City after successfully passing the exam. If an employee does not remain employed with the City¹ after the reimbursement, they will be required to repay program costs as follows:

<1 year after reimbursement = 100% of total costs

1-2 years after reimbursement = 75% of total costs

2-3 years after reimbursement = 50% of total costs

3-4 years after reimbursement = 25% of total costs

5+ years after reimbursement = 0% of total costs

¹ An employee whose position is economically discontinued does not have to repay the City.