

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: _____

Meeting Date: 12/09/2024

Submitted By: County Judge's Office

Department: _____

Signature of Elected Official/Department Head:

Court Decision: <small>This section to be completed by County Judge's Office</small>
 <p style="color: red; font-weight: bold; margin-top: 10px;">12-09-24</p>

Description:

Consider and Approve Commercial Driver's License (CDL) Training Program
and Tuition Payment Policy Effective December 8, 2024-County Judge's Office

(May attach additional sheets if necessary)

Person to Present: _____

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) ☒ PUBLIC ☐ CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: _____ minutes

Session Requested: (check one)

☐ Action Item ☒ Consent ☐ Workshop ☐ Executive ☐ Other _____

Check All Departments That Have Been Notified:

☐ County Attorney ☐ IT ☐ Purchasing ☐ Auditor

☐ Personnel ☐ Public Works ☐ Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Approved in CC on 9/11/2023

Commercial Driver's License (CDL) Training Program and Tuition Payment Policy (Effective December 9, 2024)

ELIGIBILITY:

1. Employee must have completed a minimum of six (6) months of continuous employment within the Commissioner's Precinct.
2. Employee must have successfully completed the orientation/probationary period.
3. Employee must maintain satisfactory job performance and have no active disciplinary actions.
4. Employee must meet all Department of Transportation (DOT) requirements for CDL licensure and have a satisfactory driving record, as determined by the Commissioner.

POLICY PROVISIONS:

A. Tuition Payment

1. A Commissioner may, at his discretion, authorize payment for the full tuition cost of an approved truck driving school program for eligible employees, to be paid from Road and Bridge funds.
2. Payment shall be made directly to the approved training institution.
3. The program must be DOT-approved; provide comprehensive CDL preparation and testing; and qualify graduates for Class A CDL licensure upon completion.

B. Paid Administrative Leave

1. At the discretion of the Commissioner, employees attending approved CDL training may be granted paid administrative leave for up to 40 hours per week for the duration of the program (Not to exceed 160 total hours).
2. During this administrative leave, employees shall continue to receive their regular salary and benefits.

C. Employee Obligations

1. If an employee quits the training course or voluntarily separates from employment before the completion of the course, the employee may be asked to repay the tuition and may be terminated for cause, at the discretion of the Commissioner.
2. Employee must make reasonable efforts to complete the program successfully and obtain CDL certification.
3. Employee must comply with all training program requirements and maintain perfect attendance.

D. Termination of Training

1. The Commissioner reserves the right to terminate the training arrangement if the employee fails to meet program requirements or maintain satisfactory progress.
2. Nothing in the Policy entitles any person to attend a training course. Participation in this policy is in the absolute discretion of the Commissioner, and no Commissioner is required to participate in this Course.