

## CDL REIMBURSEMENT PROGRAM POLICY

### POLICY

All Town of Binghamton Highway Department employees are eligible to receive reimbursement for the training/course costs of obtaining their Class A or Class B CDL if such CDL training is completed and such CDL is obtained after the employee's date of hire with the Town of Binghamton.

### PROCEDURES

**Eligibility:** All non-probationary employees of the Town of Binghamton Highway Department who did not have a CDL license at their time of hire by the Town of Binghamton, or an employee wishing to upgrade the CDL class of their current license, will be eligible for this CDL reimbursement program. An employee will not be eligible until the expiration of their six (6) month employee probationary period.

**Reimbursement Process:** Any eligible employee must be past their six (6) month employee probationary period, and must first submit three (3) written cost quotes for CDL training programs, for either obtaining or upgrading a CDL, to the Highway Supervisor for cost approval by the Town Board. Once approved, the employee may take any course at or below the cost approved by the Town Board. If the eligible employee elects to complete a program at a higher cost than that approved by the Town Board, the Town Board will reimburse only up to the amount previously approved.

Upon completion of the program, the eligible employee will then submit a completed reimbursement request form, along with a copy of the CDL and receipt from the DMV, to the Highway Supervisor for final approval.

The eligible employee will then be reimbursed for the total cost of the CDL, or the approved cost of the CDL, whichever is of lower value, on a prorated basis for three (3) consecutive years at the end of each one (1) year period in said three (3) year period, which period shall be calculated from the date of the employee's obtention of the CDL license or license upgrade. Should the eligible employee leave the employment of the Town of Binghamton within that three (3) year period, such eligible employee automatically forfeits any unpaid portions of the CDL reimbursement.

**Emergency Request:** In the event of an emergency circumstance wherein an immediate need arises for an employee to obtain a CDL to operate Town equipment, and upon the receipt of a written request from the Highway Superintendent requesting the payment of a CDL license training/course for a particular employee including the submission of three (3) written cost quotes for CDL training programs from the Highway Superintendent or the employee, the Town Board may, in its sole discretion, pay in full and upfront the training/course costs of such employee obtaining their Class A or Class B CDL license.