

711. Commercial Driver's License (CDL) Reimbursement/Payment Policy

- .1 Employees in classifications requiring a Commercial Driver License (CDL) should be reimbursed by the department for obtaining the relevant, required level of CDL and any applicable endorsements including the employee's expenses for application, license, and/or renewal fees, subject to the criteria below.
 - .11 When the employee initially passes the applicable skills assessment, the City will pay the one-time fee assessed for the initial CDL license based upon the rates listed in [Appendix-A of the Department of Public Safety cost schedule](#).
 - .111 Compensation for CDL renewal fees shall be paid at a rate which covers the difference between a standard "Class D" license and the appropriate higher level CDL and any endorsements required by the City of Tulsa and/or the State of Oklahoma.
 - .12 The City will not pay for failed testing attempts, nor will it pay costs outside of the applicable base application or license fees charged by the State of Oklahoma. Any additional fees beyond Appendix-A will require Department Head review and approval.
 - .12 The City will not reimburse or repay employees for a replacement license or identification card unless it was destroyed or lost due to the employees' job through no fault of the employee.
 - .13 Reimbursement requests entered into the City's financial system must list reimbursable line items as reflected on the purchase receipt provided by the Tag Agency and the Department of Public Safety.
 - .131 Failure to correctly identify reimbursable line items may result in denial or delay of the repayment request.
 - .14 The department director or designee shall ensure that employees sign the CDL Reimbursement Agreement Form if the City of Tulsa pays/reimburses CDL certification fees under this policy.
- .2 If CDL certification fees are paid/reimbursed by the City of Tulsa and employment is terminated for any reason (other than reduction in City's workforce or layoff) or the employee resigns before completing one (1) year of service, the employee agrees that the payment for the CDL, with any applicable endorsements, may be recovered from the employee at the City's discretion, and the amount owed may be withheld from the employee's final paycheck as follows:
 - .21 If termination occurs within the first six (6) months of employment, the employee will repay one hundred percent (100%) of the cost of the application and applicable CDL and endorsements.
 - .22 If termination occurs after six (6) full months but before one (1) full year of employment, the employee will repay fifty percent (50%) of the cost of the application and applicable CDL and endorsements.