General Rules
Policy No. 29
Approved: May 13, 2025

City Manager's approval:

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

COMMERCIAL DRIVER'S LICENSE & EMPLOYEE RETENTION POLICY

I. PURPOSE

The City is committed to retaining personnel who demonstrate dedication to enhancing their skills, knowledge, and abilities by obtaining and maintaining the required driver's license as directed by their job classification.

II. APPLICABILITY

This policy applies to active full-time probationary employees who are employed in a job classification requiring a Commercial Class A or B Driver's License.

III. POLICY

City of Pomona employees are expected to obtain all certificates and licenses required of their job classification. This Policy establishes a trial program for the City to pay the costs associated in obtaining a Commercial Driver's License for employees who demonstrate satisfactory performance during their probationary period.

Department Directors, with the approval from the Human Resources/Risk Management Director, may recommend probationary employees to participate in this Commercial Driver's License Program when a Commercial Class A or B Driver's License is required of their job classification. Under this Policy, an employee may obtain a Commercial Driver's License as follows:

1. Designated classifications require employees to obtain and maintain a Commercial Driver's License, as indicated in recruitment job announcements and Conditional Offer of Employment.

2. New hires serve an initial twelve (12) month probationary period. Pursuant to City memorandum of understandings, departments may extend a probationary period up to six (6) months (typically a total of eighteen (18) months); but may be extended day for day for the length of any leave or light duty.

3. New Hires Obtaining a Commercial Driver's License

   Option 1

   a. After twelve (12) months of initial employment, if the employee demonstrates Meets Standards in performance, they may be scheduled by their department to participate in the City designated Commercial Driver's Training, provided they have obtained their Commercial Driver's License Permit.

b. If an employee elects to participate in Option 1, the City will extend the probationary period and step increase for six (6) months. During this period, the employee will successfully complete the City designated Commercial Driver's License Training as scheduled by their department.

Option 2

a. Employee may obtain their Commercial Driver's License within the twelve (12) months of employment.

b. Employee will pay for all costs associated with obtaining a Commercial Driver's License.

c. After twelve (12) months of employment and Meets Standards in performance, the employee may submit a Request for Reimbursement for obtaining a Commercial Driver's License.

d. If an employee obtains the required license within twelve (12) months from their hire date, their probationary period may be completed at twelve months following a performance review.

e. Maximum reimbursement shall not exceed the rate of equivalent City-provided Commercial Driver's License Training, as determined by the Human Resources/Risk Management Department.

4. Promoted Employees Obtaining a Commercial Driver's License
   a. Promoted employees serve a six (6) month probationary period.

   b. Promoted employees are expected to obtain their Commercial Driver's License Permit immediately upon promotion in order to participate in the City's designated Commercial Driver's License Training Program.

5. Employee will pay any associated cost related to obtaining a Commercial Driver's License Permit.

6. City will pay the cost of an employee's required training one time only. If the employee is unsuccessful in obtaining the required Class A or Class B Driver's License, they will be responsible for any additional costs associated with retaking the training course or completing the licensure process.

7. An employee failing to obtain the required Commercial Driver's License within the six (6) month (for promoted employees) or eighteen (18) month (for new hires) period, shall be evaluated pursuant to their respective memorandum of understanding.

8. The Human Resources/Risk Management Department Director retains the right to select vendor(s) to provide any training and/or coursework.

9. Participation in this Program is voluntary. Any training hours outside of the employee's regular work schedule shall not be considered time worked for the purposes of overtime.

10. Participation in the Program requires a Retention Period with the City of three (3) years.

    a. If an employee separates from the City within three (3) years of receiving City-paid Commercial Driver's License Training or reimbursement, they shall repay a prorated portion of the costs based on the following schedule:
       - 0–12 months: 100% repayment; 13–24 months: 75% repayment; 25–36 months: 50% repayment; After 36 months: 0% repayment.

    b. Employees must sign a Commercial Driver's License Training & Reimbursement Agreement acknowledging these terms. Any remaining amount due will be deducted from their final paycheck upon separation.

IV. PROCEDURE

Department Responsibilities:

A. The first-line supervisor is responsible for tracking those employees who are required to obtain a Commercial Driver's License as part of their hire or promotion process.

B. Monitor employee performance and provide the Commercial Driver's License Training and Reimbursement Agreement to be completed and submitted timely. Coordinate training dates.

Employee Responsibilities:

A. Become familiar with the Policy and all Department of Motor Vehicles requirements to establish goals to successfully meet all license requirements of their classification.

B. Obtain their Commercial Driver's License Permit timely in order to ensure successful obtainment of a Commercial Driver's License.

C. Submit the Commercial Driver's License Training and Reimbursement Agreement to their supervisor for Human Resources approval.

D. Notify and provide exam results to their supervisor immediately following successful obtainment of Commercial Driver's License Permit.

E. Notify and provide exam results to their supervisor immediately following the Department of Motor Vehicles Commercial Driver's License exam.

F. Employee shall adhere to their job description and memorandum of understanding, which outlines the requirements and expectations for maintaining their Class A or Class B Driver's License as a condition of continued employment.

V. ACTION

This policy will be implemented on a two (2) year trial basis. At the end of this period, the Policy may be reinstated, amended, or discontinued based on its effectiveness. The City Manager retains the authority to modify or revoke any portion of this policy as deemed necessary. If the City revokes this Policy, all provisions in the memorandums of understandings regarding licenses shall apply. Employees shall have no right of appeal related to such revocation.