

## **City of Saint Paul Employee Loss of Driving Privileges for Non-CDL Holders: Administrative Procedure**

In the interest of preserving for a limited time, an employee's job when the employee has a non-Commercial Driver's License (CDL) suspended, revoked, or canceled; and to establish uniformity in addressing such a situation, all City employees\* will be subject to the following:

1. If an employee loses driving privileges and possession of a license is a minimum requirement of the employee's job classification or assignment, the City will insist that the employee comply with the job requirement.
2. It is the employee's responsibility to immediately notify their supervisor of any loss or restriction of driving privileges for any period of time. If an employee fails to notify their supervisor they will be subject to disciplinary action. If an employee drives a City vehicle without a valid driver's license, they will be subject to immediate termination from City employment. Such termination will also apply to any City employee who drives a personal vehicle without a valid driver's license in the performance of their City job duties.
3. It is the employee's responsibility for regaining the license and not the City's. Therefore, the employee must, at the employee's expense and on personal time, resolve the issue with the District Court or Department of Public Safety.

Obtaining a permit to drive for work purposes only, in the driver's license class required by the minimum qualifications of the employee's job classification, qualifies as meeting those minimum requirements.

Employees who are subject to the Minnesota Ignition Interlock Law, but are eligible for an employment exemption, shall present an "Employment Exemption for Ignition Interlock" waiver form to the Department head. Such exemptions will only be signed if: 1) This is the first Exemption request since becoming a City employee; and 2) Full driving privileges with no restrictions can be restored within 379 days (one year plus two weeks) from the date of loss. Signed exemptions must be approved by the Minnesota Department of Public Safety.

Employees who are granted a waiver shall normally not be assigned driving duties and shall only drive City vehicles in an emergency situation.

4. If an employee is ineligible for an employment exemption, or has already requested and received a signed waiver for a previous loss of license, the employee shall receive a letter stating that the employee will be put on leave status for a period, not to exceed, 120 calendar days. The 120-day calendar period shall begin as of the date on which the state cancels, suspends, or revokes, the employee's license. The employee's union representative will be sent a copy of the letter. During the 120-day period, no accrued sick leave may be used unless an accommodation is granted by Human Resources through the City's Accommodation Policy. However, accrued vacation and/or compensatory time may be used. Once such time is exhausted, the employee will be placed on a leave without pay status.
5. If the employee's ability to drive for work purposes is restored within the 120 calendar day period, the employee may return to work with full pay effective the date of such return subject to layoffs or other staffing reductions.
6. If the employee cannot restore the ability to drive for work purposes within the 120-calendar day period, or if an employee with an Interlock Exemption fails to obtain reinstatement of full driving privileges at the earliest possible date, or if an employee with an Interlock Exemption loses that exemption for any reason, the employee will be subject to termination from City employment.
7. Extensions may only be granted at the discretion of the department involved for reasons beyond the employee's control. The reasons shall be limited to delays caused by State administrative procedures or the court system.

8. Voluntary reduction to a position in a lower classification with minimum qualifications not requiring a driver's license is at management's discretion under the Civil Service rules. This is an option that may be discussed with the department involved. However, such a reduction must be to a vacant position and cannot result in the displacement of another employee.

**IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:**

Human Resources  
(651) 266-6500

\* The possible exception is an employee with a verified medical condition and limitations which may be grounds for an accommodation. The accommodation must be accepted and approved by the Human Resource Department through the City's Accommodation Policy.