

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-CDL driver's license suspended, revoked, or canceled; and to establish uniformity in addressing such a situation, all City employees, with the possible exception of those employees with a bonafide medical condition which may be grounds for an exemption, 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, 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 the loss of driving privileges. 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.
4. Management, upon being made aware of the loss of an employee's license, shall send the employee 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. 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 driving privileges are 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 resolve the license problem within the 120-calendar day period, the employee will be terminated 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:

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