

Organizational Policy

JOB REQUIRED LICENSES AND CERTIFICATIONS

Purpose

The purpose of this policy is to define expectations for employees who hold license and/or certification requirements as part of their job position with the City. The policy also provides guidance for supervisors in considering potential accommodations and addressing employee conduct when an employee experiences a loss, restriction, or lapse of a required license and/or certification.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Employee Expectations

Employees with license and/or certification requirements within their job description are expected to keep them current unless otherwise specified. If an employee experiences a loss, restriction, or lapse in any required license or certification, they must notify their supervisor immediately, but no later than three business days from when the loss, restriction, or lapse occurs. However, in no case should an employee perform work requiring the license or certification after the loss, restriction, or lapse has occurred.

Additionally, affected employees must provide the City with documentation and information related to:

1. The circumstances surrounding the loss, restriction, or lapse of licensure or certification;
2. The timeframe for full reinstatement; and
3. Specific conditions of the licensure or certification restrictions, if applicable.

Driver's License

If driving is required as an essential function for a job, a Motor Vehicle Records check will be conducted at the time of hire and annually thereafter. In cases where driving is not an essential function, but the employee will be operating a City vehicle, a Motor Vehicle Records check must be completed prior to the employee driving the City vehicle and annually thereafter, if this expectation is ongoing. As part of the Motor Vehicle Records check, an employee's personal driving record, including citations and convictions, will be considered in determining whether an employee is eligible to drive on behalf of the City. The City reserves the right to make these eligibility determinations and may take appropriate action based on an employee's personal driving record.

Commercial Driver's License Expenses

Employees required to obtain a Class A or Class B Commercial Driver's License (CDL) as a condition of employment are eligible for payment or reimbursement of approved training costs, materials and initial application fees, up to the limit allowed by Internal Revenue Code educational assistance regulations.

Employees who receive payment or reimbursement are required to remain employed with the City for 12 months from the date of payment/reimbursement. If an employee leaves employment within 12 months from the date of payment/reimbursement, they will be required to repay all funds paid or reimbursed in the previous 12 months.

If an employee is terminated from employment for performance or misconduct reasons; or fails to obtain the license, they will be required to repay the City for any funds paid, regardless of whether the class and/or certification was completed. If an employee is laid off or if an employee's job is eliminated for business reasons beyond the employee's control, repayment will not be required.

Employees will be required to sign an acknowledgment, agreeing to the terms of this policy before payment or reimbursement is issued.

Potential Accommodations

Accommodations for the loss, restriction, or lapse of a required license or certification may be considered on a case-by-case basis. In considering whether accommodation is appropriate, the nature of the circumstances, the timeframe for reinstatement, and the availability of other work are all relevant factors.

Accommodation may also include temporary reassignment to another position or a temporary layoff without pay until the required license or certification is reinstated. In cases where the accommodation involves reassignment, or in cases where an employee is allowed to remain in their position without the required license or certification, a job reevaluation and subsequent wage adjustment should be completed if the accommodation period exceeds 90 days.

The City may elect at its discretion not to accommodate the loss, restriction, or lapse of a required license or certification.

Performance Considerations

The loss, restriction, or lapse of a required license or certification should be addressed as a performance issue, which may include the issuance of progressive discipline, a Last Chance Agreement, and/or the termination of employment. The ability of the City to accommodate the loss, restriction, or lapse does not negate the misconduct of not maintaining the required license or certification.

Other conduct that may impact the level of discipline imposed, or result in the issuance of additional discipline include, but is not limited to:

1. Losing a license or certification due to conduct that occurred during the course and scope of employment with the City.
2. Performing job functions that require a license or certification after the loss, restriction, or lapse occurred (i.e. driving on behalf of the City without a valid driver's license).

3. Failing to notify the City within three business days of the loss, restriction, or lapse of the license or certification and/or not providing the City with related documentation/information as specified within the policy.

Policy revisions approved by City Administrator:



Alison Zelms

09/22/2025

Date

Policy History

Current Revision: 08/2025

Previous Revision(s): 11/2006, 06/2007, 03/2008, 02/2021

Associated Form(s)

- Job Required Licenses and Certifications Agreement

The forms associated with this policy can be found on RW - Human Resources – Forms