

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER: 107-5</b>	<b>REVISED: 2</b>	<b>PAGE <u>1</u> OF <u>2</u></b>
	<b>SUBJECT: LOSS OF DRIVING PRIVILEGES</b>		

**1.0 POLICY:**

Many of the City of Winona job descriptions require that the employee possess a Class A or B driver's license, commonly called a "Commercial Drivers License". Other titles require possession of a Class C license which is the regular driver's license (State of Minnesota or equivalent out of state license).

Those licenses may sometimes be suspended, revoked, or canceled because of the employee's conviction or guilty pleas to various driving offenses. As a result, an employee in such a situation can no longer lawfully drive while employed by the City of Winona and does not meet the minimum qualifications of the job.

**2.0 ORGANIZATIONS AFFECTED:**

All employees having a job description which requires a valid driver's license. It is the Employee's responsibility to report to their supervisor the loss of their driver's license. Supervisors are responsible for reporting this information to Administration.

**3.0 GUIDELINES:**

In the interest of preserving, for a limited time, an employee's job when the employee has a driver's license of any type 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 requirement of the employee's job, the responsibility for regaining the license is the employee's, not the City's.
2. The employee must, at the employee's expense and on personal time, settle the issue by utilizing a private attorney or union business representative as may be needed to resolve the issue with the District Court or Department of Public Safety.
3. Management, upon being made aware of the loss of an employee's license, shall send the employee a letter advising the employee that the employee will be put on leave without pay status for sixty (60) calendar days. The employee's job is not lost, but no

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pay will be drawn until the loss of a driver's license issue is settled within the 60 calendar day period of time. The employee's union will also be advised. Vacation and/or compensatory time may be used during this 60 calendar day period.

4. If the employee's driving privileges are restored within 60 calendar days, the employee may return to work with full pay effective the date of return to work.
5. If the employee cannot resolve the license problem, then termination proceedings will be commenced at the expiration of the 60 calendar day time period.
6. Extensions shall be granted only in exceptional circumstances at the discretion of the City Manager.
7. In order to possibly continue City employment, it is permissible for an employee to explore a voluntary reduction. No employee shall continue in his or her present or reduced title if minimum qualifications include the holding of any driver's license are not met.

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