



ADMINISTRATIVE ORDER No. 1-2014

TO: Departments employing individuals in Public Works and PLR Division
FROM: Don Saling, City Manager
RE: CDL licenses
EFFECTIVE: Date of Signature

The following Divisions/Positions holding CDL licenses will be exempt from the requirement of having a Class B CDL license for their positions:

- Building Maintenance
 - Building Maintenance Worker
- Wastewater Division
 - Wastewater Operators
- Water Treatment Division
 - Water Treatment Operators

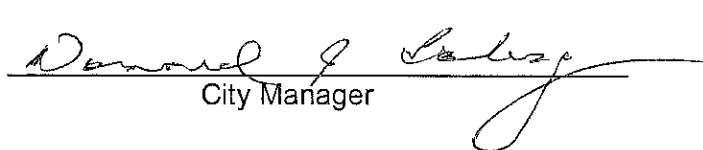
All maintenance worker position titles will be required to hold the appropriate CDL license for their position.

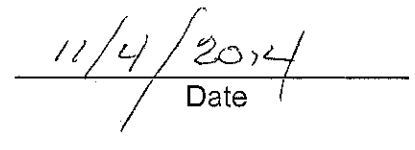
The employees in these divisions will remain on the CDL Random Drug list through December 31, 2014. They will be removed from the CDL Random Drug list on January 2, 2015. If an employee wishes to keep their CDL license, it will be the employee's responsibility to keep the CDL medical card current. The City will only track those positions that require the CDL. All other employees will remain on the CDL Random Drug list and will be responsible for the renewal of their license and medical card.

Seasonals will be required to obtain a medical card upon hiring. The City of Sterling will reimburse for this expense when receipts are presented for the physical. Medical cards will be maintained by HR.

Employees in these divisions that are now not required to have the CDL license will be responsible for their own physicals for the medical card. County Health Pool will not cover the physicals if not required by the City.

For any employee in the temporary status for CDL license and an employee in the above division, the CDL requirement is rescinded, effective date of signing.

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City Manager

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Date