

**City of Tulsa Commercial Driver's License (CDL)
EMPLOYEE REPAYMENT AGREEMENT**

I, _____, ("Employee"), hereby understand and agree that the City of Tulsa ("City"), has reimbursed or compensated me the following amount \$ _____ for an initial CDL, a CDL renewal, or CDL endorsement _____, (Insert applicable license or endorsement). As a condition to receive this repayment or compensation, and according to the City's Policies and Procedures Manual Section 711, I agree to the following terms:

- When I initially pass the applicable skills assessment, the City will pay the one-time fee assessed for the initial CDL license based upon the rates listed in Appendix-A of the Department of Public Safety cost schedule.
 - Compensation for CDL renewal fees shall be paid at a rate which covers the difference between a standard "Class D" license and the appropriate higher level CDL and any endorsements required by the City of Tulsa and/or the State of Oklahoma.
 - The City will not pay for failed testing attempts, nor will it pay costs outside of the applicable base application or license fees charged by the State of Oklahoma.
 - Any additional fees beyond Appendix-A will require Department Head review and approval
 - The City will not reimburse or repay me for a replacement license or identification card unless it was destroyed or lost due to the employees' job through no fault of the employee.
- If I resign or am separated for any reason (other than a reduction in City's workforce or layoff) before completing one year of service, I agree that the payment for the CDL, with any applicable endorsements, may be recovered from the me at the City's discretion, and the amount owed may be withheld from my final paycheck as follows:
 - If termination occurs within the first six (6) months of employment, I will repay one hundred percent (100%) of the cost of the application and applicable CDL and endorsements.
 - If termination occurs after six (6) full months but before one (1) full year of employment, I will repay fifty percent (50%) of the cost of the application and applicable CDL and endorsements.
- I agree that the payment may be recovered from me at City's discretion as a debt due to City. I further agree that City can offset such payment as a lump sum for the total amount by payroll deduction from any wages or monies due me.

Employee Signature

Date