

PLAINFIELD TOWN COUNCIL

RESOLUTION NO. 2022-48

**A RESOLUTION CREATING AN EDUCATIONAL ASSISTANCE PROGRAM FOR
EMPLOYEES IN THE DEPARTMENT OF PUBLIC WORKS TO PURSUE A CDL
CLASS A OPERATOR'S DRIVERS LICENSE**

WHEREAS, the Town of Plainfield, Indiana (the "Town") is a political subdivision of the State of Indiana (the "State") and is duly organized and existing under the Constitution and laws of the State;

WHEREAS, the Town has a street division of the Department of Public Works ("DPW"), and it is tasked with providing snow removal services to the constituents in the Town's jurisdiction;

WHEREAS, the Executive Director for the DPW has expressed an interest in creating an educational assistance program for candidates to train as CDL Class A operators license for the Town;

WHEREAS, the Executive Director believes this program will best serve the community, will attract strong candidates to the department, and will help increase the number of qualified CDL class A Operators on the department to better serve the community;

WHEREAS, the Town, by and through its Town Council, has determined that it is in the best interests of the Town to create an educational assistance program to incentivize current and new employee candidates to complete the licensure required to also serve in that capacity for the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PLAINFIELD, INDIANA, AS FOLLOWS.

Section 1. The above recitals are incorporated by reference.

Section 2. The Town Council hereby creates a program for those eligible members of the Department of Public Works in accordance with the policy attached herein as Exhibit A.

Section 3. The Educational Assistance Program shall only be for employees of the department who are approved for participation in the program by the Executive Director of DPW and the Human Resource Department of town.

Section 4. This program shall be in effect upon the passage of this resolution.

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RESOLVED by the Town Council of the Town of Plainfield, Indiana this 25th
day of July, 2022.

TOWN COUNCIL, TOWN OF PLAINFIELD
HENDRICKS COUNTY, INDIANA

DocuSigned by:
Robin G. Brandgard
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Robin G. Brandgard, President

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Bill Kirchoff, Vice-President

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ATTEST:

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Mark J. Todisco
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Mark Todisco, Clerk-Treasurer
Town of Plainfield, Indiana

Exhibit A
Educational Assistance Program Policy

It shall be the policy of the Town of Plainfield to facilitate the professional development and education certification of its employees. The cost of all educational needs to obtain a Class A CDL Operator's License, shall be approved prior to enrollment. Approval of educational assistance will be dependent upon the Executive Director of DPW's ability to budget the cost of educational assistance for his/her employees.

I. Eligibility

- a. A candidate must successfully complete the hiring process and be offered a position as an employee with the Town to be eligible for the program.
- b. The candidate must be in good standing and stay in good standing with the Town throughout the program to remain eligible for the program without repayment penalties.
- c. Eligible candidates may be subject to disciplinary action up to termination, if the CDL class A operator's licensure is not obtained in the agreed timeframe at enrollment of (1) year and limits candidates to perform essential duties.
- d. Eligible candidates must enter into an educational assistance agreement with the Town, memorializing the terms and conditions outlined herein.

II. Guidelines for Participants

- a. A written request for educational assistance must be submitted to and approved by the Executive Director of DPW or his designee prior to the start of the course and must only be conducted at approved training facilities.
- b. If approved, the Executive Director shall initial the request and provide the request to the Human Resources Department for final approval. If an employee registers before receiving approval, they do so with no assurance that pre-payment or reimbursement will be approved.
- c. An approved written request does not ensure approval for course changes or additional courses in which the employee might enroll. The employee must submit a revised written request for any subject

changes/additions. Written request reflecting subject changes/additions should indicate REVISED at the top of the request.

- d. Only courses which are approved, started, and completed while the applicant is an employee of the Town will qualify for pre-payment or reimbursement.
- e. The program does not cover expenses previously incurred or those underwritten by other forms of financial aid, including scholarships, fellowships, the G.I. bill, etc. Only expenses not covered by other sources of financial aid are eligible for pre-payment or reimbursement.
- f. Program schedules shall be cleared with the Executive Director or designee to ensure minimal conflict between working hours and instruction. Employees will work scheduled shifts around required course work. Classroom hours will be included in the employee's weekly hours worked.
- g. Candidates must complete the licensure within one year of when he/she begins the program, absent some extenuating circumstance. Candidates who do not complete the certification within the one-year timeframe may be subject to repayment to the Town of all costs and fees incurred to date.
- h. If the candidate fails to complete the certification or voluntarily separates from the Town, he/she will be required to repay the Town of all costs and fees incurred to date.

Following completion of a course, the employee will provide the Executive Director or his designee documentation indicating successful completion.

III. Commitment

As part of the educational assistance program, the candidate must agree to remain employed with the Town for at least a 24-month period after completion of the licensure. Failure to do so will result in the employee repaying the Town all monies paid as part of the assistance program. This provision does not apply if the employee is terminated.