



Drafted By:
Ana Rolbiecki
Presented Month/Year:
October 2022
Involved Committees:
Human Resources Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 22-10-06

A RESOLUTION TO ALLOW FOR THE SPONSORING OF COMMERCIAL DRIVER'S LICENSE EDUCATION COSTS IN THE HIGHWAY DEPARTMENT

WHEREAS, the Buffalo County has not been able to attract qualified candidates possessing a Commercial Driver's License for Highway Department vacancies requiring the licensure; and,

WHEREAS, Buffalo County incurs costs in overtime or compensatory time when these positions remain unfilled; and,

WHEREAS, the Buffalo County Finance Committee approves of offering paid CDL schooling to candidates that do not hold current licensing after signing the appropriate offer letter and promissory note that defines conditions the employee must meet for a duration of time after obtaining the licensure; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the Buffalo County Highway Department to pay for CDL schooling for new hires upon signed employment agreement and promissory note from the new hire.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 24th day of October, 2022.


County Clerk

ATTEST:

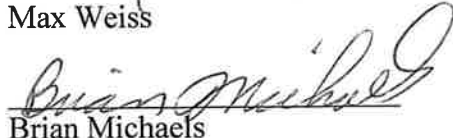
County Board Chairperson

Respectfully Submitted:

Highway Committee



Max Weiss




Brian Michaels



Steven Nelson

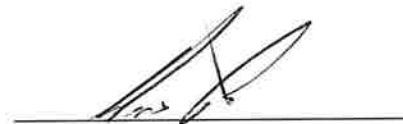


Dwight Ruff



John Sendelbach

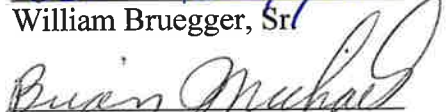
Finance Committee



Dennis Bork



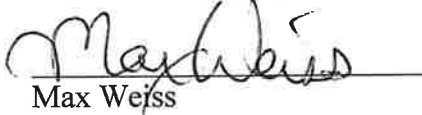
William Bruegger, Sr



Brian Michaels



Brad Schmidtkecht



Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT

\$4,000 training costs per new hire which will be offset in savings realized from overtime spend when positions sit vacant.

Exhibit A

September 2nd, 2022

XXXXXX
XXXXXX
XXXXXX

Dear xxxxxx:

Please consider this letter as confirmation to the offer of employment regarding the Highway Patrolman position with the Buffalo County Highway Department. You will receive an hourly compensation of \$20.22 (Grade 6, Step 4), based upon regular full-time status. You will serve an introductory period of twelve (12) months.

This offer of employment is contingent upon:

- An acceptable Wisconsin Department of Justice Background Check
- An acceptable Motor Vehicle Record Check
- A negative result from the DOT post-offer pre-employment drug test. **Please call 608-685-6208 within 72 hours of receipt of this letter to coordinate your drug test. Failure to do so will result in withdrawing our offer of employment.**
- Possession of, and maintained while employed with Buffalo County Highway Department, a valid Wisconsin Commercial Driver's License (CDL), Class A, with the "N" endorsement with zero restrictions. If you do not possess a CDL, Class A, "N" endorsement, you must acquire it within 90 days of your employment.

We ask that you consider this offer of employment, and if acceptable, please sign below and return a copy within three workdays from receipt of this letter. All items faxed to 608-685-6300 or emailed to ana.rolbiecki@buffalocountywi.gov. We understand your start date will be Monday, March 5, 2018.

Attached with this offer letter is a "Benefits Overview" that provides detailed information concerning our benefits program. Starting from your date of hire, paid time off hours will begin accruing each pay period (bi-weekly). The number of hours accrued per pay period is based upon your employment status and years of service.

On your start date you should report to the Buffalo County Highway Department, S1672 State Road 37, Alma, WI 54610 at 6:00 a.m. At 8:00 a.m., please report to the Buffalo County Courthouse, Administration, fourth floor, located at 407 South Second Street, Alma, WI 5410 for your employment orientation which will include

completing employment forms, reviewing fringe benefits, and other pertinent information to make your onboarding successful. Please bring appropriate documents to complete your Employment Eligibility Verification Form. Also provide a voided check (or savings deposit slip) for mandatory direct deposit enrollment.

This offer is not to be considered as a contract of employment. Employment with Buffalo County is on an "at will" basis. All representation, including the starting salary is based on policies in place at the time of the offer and on the assumption that your anticipated performance will be satisfactory or better. No party other than the Buffalo County Board of Supervisors has the authority to make a contract or binding commitment other than the starting rate.

xxxxxx, if you have any questions please contact xxxxxxx, at 608-685-6208. We look forward to having you join us!

Sincerely,

Ana Rolbiecki

Buffalo County Personnel Advisor

I, (first/last name), accept this employment offer (Mechanic) as presented:

(first/last name) **Date**

Exhibit B

**PROMISSORY NOTE FOR COURSE FEES
PAID BY BUFFALO COUNTY TO OBTAIN CLASS A
COMMERCIAL DRIVERS LICENSE (CDL)**

This Promissory Note is entered into voluntarily by and between Buffalo County ("Employer") and the below listed individual ("Employee").

EMPLOYMENT INFORMATION:

Name: _____ **Position:** _____

Department: _____ **Email Address:** _____

As I have applied for and been selected to attend _____ in
(CDL Training Facility)
_____, I, _____, understand and agree to
(City, State) (Print Name)

the following:

- A. Buffalo County will directly cover the cost of the course, including required textbooks and materials, in the amount of \$_____.
- B. As a condition of receiving this benefit, I agree to comply with the following terms and conditions:
 - a. I agree to attend Entry Level Driver Training (ELDT)
 - b. I will take and successfully pass the Theory Training Assessment with a minimum 80% and participate in Behind-the-wheel Training to demonstrate proficiency sufficient to pass the State administered CDL skills test.
 - c. I will successfully pass the State administered CDL skills test and obtain a Class A CDL with no restrictions.
 - d. Buffalo County will compensate my regular wages for the class and test time. Any study time spent outside of class will not be compensable.
- C. Further, I agree to remain actively employed with Buffalo County Highway Department, for a period of thirty-six (36) months, following the date of receipt of the certification.
- D. Should I fail to obtain the Class A CDL, voluntarily terminate my employment with Buffalo County prior to the thirty-six (36) month date referenced in item C above, or be discharged for cause prior to the thirty-six (36) month date referenced in item C above, I agree and promise to repay the cost of the course noted in item A above per the following schedule:
 - 1. If less than twelve (12) months of employment, 100%.
 - 2. If more than twelve (12) months but less than twenty-four (24) months, 67%.
 - 3. If more than twenty-four months but less than thirty-six (36) months, 33%.
- E. Repayment may be made either in one lump sum or eighteen (18) monthly payments starting the month following my last day of work. Eighteen (18) equal payments in the amount of \$_____ paid directly to the Buffalo County Highway Department.

F. This promissory note shall be canceled in its entirety upon completion of thirty-six (36) months of continued employment or in the event of my death, a permanent layoff, or a permanent disability prior to the thirty-six (36) month date.

Employee

Employee Signature

Date

Department Manager

Department Manager Signature

Date

Administrative Coordinator

Administrative Coordinator Signature

Date