



Department of Public Works  
Administration

Jerrel Kruschke, P.E.  
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.  
Director of Administrative Services

**To: All DPW CDL License Holders**  
**From: Dan Thomas, DPW Administrative Services Director**  
**Subject: DPW Commercial Drivers License Policy**  
**Reissued: January 2024**

## **DPW Commercial Drivers License Policy**

The Department of Public Works, City of Milwaukee (the City) submits the following:

1. This policy applies only to an employee who temporarily loses his or her Commercial Driver's License (CDL) due to a non-commercial motor vehicle conviction or an off-duty commercial vehicle conviction. For purposes of this policy a conviction includes all time in which the CDL is administratively suspended. The City reserves its right to discipline or discharge for cause any employee who temporarily or permanently loses his or her CDL due to an on-duty commercial motor vehicle conviction.
2. The City agrees to retain any employee who temporarily loses his or her CDL due to a non-commercial motor vehicle conviction if a non-driving assignment is available for a cumulative period of time not to exceed one year during the course of their employment with the city. In no case shall the City retain any employee who temporarily loses his or her CDL on more than two occasions.
3. The City agrees to not suspend or terminate any employee who temporarily loses his or her CDL due to a non-commercial motor vehicle conviction for a cumulative period of time not to exceed one year during the course of their employment with the City unless the terms and conditions of this agreement are violated by the employee. Administrative suspension periods will be excluded. The DPW Administrative Services Director may grant an extension of the non-driving assignment beyond one year to account for an administrative suspension or revocation that pre-dates the loss of an employee's CDL.
4. The employee must notify the DPW Administrative Services Director or his designee of a CDL suspension or revocation in accordance with the DPW work rules and Federal

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regulations. Notice must be provided as soon as practical. Failure to provide such notice to the DPW Administrative Services Director or his designee shall lead to a ten-day suspension.

5. The employee covered by this policy will temporarily lose the following seniority privileges until such time that the CDL is reinstated.
  - a. The employee shall have no seniority right to overtime.
  - b. The employee shall have no right to job selection based on seniority, including the current job he or she selected, unless such job does not have a CDL requirement.
6. The employee subject to the terms of this policy may be assigned to perform any function that the employee is qualified to perform within the department.
7. The salary of an employee whose CDL is suspended shall, for the duration of the CDL suspension, be reduced by 4% in the pay range they are assigned to on the day the CDL is officially suspended.
8. The employee who loses his or her CDL for a cumulative period of time greater than one year during the course of his or her employment with the City shall be discharged from his or her employment with the City. Administrative suspension periods will be excluded.
9. The employee who permanently loses his or her CDL shall be discharged from his or her employment with the City.
10. The employee is responsible for ensuring the Court and its officers possess the employee's current and correct address information. Claims that mail from the Court and its officers was delivered incorrectly will not be accepted.
11. Employees knowingly operating CDL vehicles after the loss of a CDL may be subject to discharge.