

Commercial Driver's License Training Course Agreement

You have been approved for and enrolled in the commercial driver's license training course provided by Trans Tech located at 1261 US-70 Suite A in Newton, North Carolina. Your course is scheduled to begin _____. The cost of the course is not to exceed \$5,000 and will be paid in full by the City of Newton. Cost of commercial driver's permit and license is not included.

Hours associated with the course will be considered hours worked. You will be compensated at your regular hourly rate while attending the course. If the coursework totals less than 40 hours in a single workweek, you may make up the difference by working hours in addition to the coursework hours or by utilizing compensatory or vacation time. If coursework or a combination of coursework and regular work exceeds 40 hours in a single workweek, you will be eligible for compensatory time or overtime per the *Personnel Policy*.

Upon successful completion of the commercial driver's license training course and the obtainment of your Class B commercial driver's license, your hourly rate will be increased by \$1.83. If you possess a Class B commercial driver's license, and obtain a Class A commercial driver's license, your hourly rate will be increased by 2.5%. In addition, you agree to the following terms in consideration of the cost of the course paid by the City of Newton to Trans Tech for the commercial driver's license training course.

I agree that if I leave employment, voluntarily or involuntarily, with the City of Newton prior to three (3) years after successful completion of the most recent commercial driver's license training course and the obtainment of my Class B or Class A commercial driver's license, the full cost of the commercial driver's license training course shall become due and payable immediately, and the City of Newton shall have the right to credit the balance to any amount owed to me by the City of Newton for salary or wages or accrual payouts at the time of separation from the City of Newton. Furthermore, I agree that if I do not complete the class due to unacceptable excuses such as absence, tardiness, or incomplete classroom, yard, or on-the-road hours, the entire balance of the cost of the commercial driver's license training course shall become due and payable immediately, and the City of Newton shall have the right to credit the balance to any amount owed to me by the City of Newton for salary or wages or accrual payouts. In addition, I may be subject to disciplinary action, up to and including dismissal.

Print Name

Signature

Subscribed and sworn to before me,

This the _____ day of _____, 20_____.

SEAL

Notary

Signature

My commission expires _____

Newton, North Carolina
Catawba County, North Carolina