



**HUMAN RESOURCE  
POLICIES AND PROCEDURES**

<b>Policy:</b>	Loss of License, Certification, or Qualifications	
<b>Date:</b> February 15, 2018	<b>Revision Date:</b>	<b>Approved by:</b> Human Resources

**PURPOSE AND SCOPE**

To address employees who lose any license, certification, or qualification for the position held including but not limited to driver’s license, commercial driver’s license, certifications, or professional designations required to perform the essential functions of the job.

**POLICY STATEMENTS:**

**I. Notification**

Employees who must maintain a license or certification as a condition of employment must immediately report the loss or suspension to their supervisor.

**II. Loss of or Failure to Obtain License, Certifications, Skills or Specific Qualifications**

- A. Loss of Professional License/Certification/Qualification - An employee who loses, or fails to obtain, a license, certification, or qualification required to perform the essential functions of the job will be reviewed by the department Director and the Director of Human Resources.

The District provides up to 180 calendar days (or one test cycle and results of the test) of accommodation for employees who fail to maintain minimum job qualifications. The District will not initiate corrective action as provided by the Employee Discipline Policy until after this accommodation period. During the accommodation period employees are required to gain reinstatement of any and all job required qualifications. Employees may also seek another available vacant position during this time. This “180 day accommodation period” begins the date a job required certification or other required license is revoked or suspended.

- B. Loss of Driver’s License - An employee who has been charged with a violation of statutes that affects his/her driver’s license or who has his/her driving privileges rescinded, suspended, revoked, barred or otherwise impaired for violating such statutes shall not be permitted to operate a vehicle on behalf of the District 1) until after the Department of Transportation or the California Department of Motor

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Vehicles restores the employee's ability to drive and 2) until after Human Resources and Safety, Risk and Emergency Management Department has completed a review of the circumstances and approves in writing the restoration of the employee's driving privileges. The suspension of District driving privileges shall take effect (a) upon the District's notice to the employee or (b) as soon as the employee's driver's license has been revoked or suspended, whichever occurs first.

- i. The matter will be reported to the District's insurance carrier for determination of continued coverage of such employee in accordance with policy requirements.
  - ii. In the event that an employee is found uninsurable, or lacks a valid current driver's license, the District may take appropriate course of action which could result in termination, demotion, change in duties, and/or change in work location for failure to meet conditions of employment or essential duties of his/her job description.
  - iii. If the operation of equipment requiring a driver's license is a marginal function of the job, then the case will be reviewed on an individual basis based on the operational needs of the District. If the employee's duties include on-call duty, the employee must provide proof of approved legal driving rights, and proof of personal driver's insurance. Under no circumstances will the employee be allowed to operate any District vehicles.
  - iv. If the employee fails to obtain the license, certification, or qualification required for their position/condition of employment within the required timeframe for the license, certification, or qualification, a Notice of Proposed Action up to termination will be prepared and served to the employee in accordance with the District's Employee Discipline Policy.
  - v. An employee who has their license suspended due to medical reasons will be considered for an accommodation in accordance with the Americans with Disabilities Act.
- C. There is no requirement or guarantee for the District to accommodate a loss of such licenses, certifications, or specific qualifications and is at the discretion of the General Manager, or designee, in consultation with Human Resources and Safety, Risk & Emergency Management.

**AUTHORIZED SIGNATURES ON FILE**