



# Taylor Davis Landscape and Construction

## EMPLOYEE TRAINING BENEFIT- CDL

### Objective

The purpose of this policy is to provide employees with professional development opportunities that increase their skills and enhance their contributions to the organization. An employee's work performance is vital to the success of our organization. Providing professional development to our employees is an investment in their careers and the organization's future. This training must not interfere with snow removal responsibilities.

### Eligibility

Full-time current regular employees are eligible who have worked for one regular season.

You must have a current MA driver's license.

You must be 18 years old to drive intrastate and 21 years old to drive anywhere.

This opportunity is available during the winter-snow lay off. You must also have a DOT physical and drug test.

### Eligible Expenses

Taylor Davis Landscape Company would like to offer CDL A training and permit classes. The course is a 4-week class 160-hour Monday to Friday (night and weekend classes are also available) at United Tractor Training School in Holyoke. The cost is \$6195.00.

Taylor Davis Landscape Company will pay half of the CDL A classes for an employee in good standing while the employee will pay (weekly deductions for 2 years) for the other half of the cost of the class. After the training, the employee must commit to work fulltime with TLC for a minimum of the next two years to be eligible for the benefit. If you leave prior to the 2 years you will be responsible for the entire cost of the classes, including the 50% we agreed to pay. The employee will attend classes outside of work on their own personal time.

### Procedure

Employees must request permission from their immediate supervisor for review and approval to attend the training. The request must include a Foreman or supervisor recommendation. The recommendation will then be considered by management for a final decision. If approved the applicant must then sign this contract prior to classes beginning.

Upon satisfactory completion of the training and/or coursework, the employee must provide documentation to show completion of a license.

If you fail the test, you can have one more try. Any future attempts must be paid for by the applicant.

### Payback Requirements

As a matter of record, employees accepting the terms of this policy will be required to sign this written agreement to remain with the organization for two years from the date of the training end. If the employee terminates within that time, he or she will be required to pay a monthly agreed upon amount to the organization until the debt is paid in full.

By signing below, you agree to the conditions above and will be eligible for this benefit.

\_\_\_\_\_  
Employee name & signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company representative signature

\_\_\_\_\_  
position

\_\_\_\_\_  
Date