

**AD 4.8 Grandfathering Matrix**  
**Effective March 1, 2016 (Revised 3/09/16)**

**Medical Card AD 4.8**

Employees, in a CDL position on the effective date of this AD, who remain in current position	Grandfathered and can claim municipal exemption thus not required to have medical card
Employees, in a CDL position on the effective date of this AD, who subsequently apply for a demotion, promotion or lateral transfer between CDL positions.	Is no longer grandfathered and will be required to obtain a medical card (of any duration). If the employee fails to obtain a medical card at the initial visit, he/she will be ineligible for the new position and will not be able to continue in their current CDL position*. If the employee has had a DOT physical for the City within the last year as part of the processing for their current position, a DOT physical will not be required for processing of the new position.
Employee, in a CDL position on the effective date of this AD, who subsequently receives a disciplinary or voluntary demotion, is rifted into another CDL position, or is promoted through a job progression/growth plan or for whom the department head has initiated (not requiring application) a lateral transfer between CDL positions within the same department	Remains grandfathered, as the move was not initiated by the employee.
Non-CDL City employee applying for a CDL position	Required to obtain a one year medical card at the initial visit to the occupational services provider.
Outside applicant applying for a CDL position	Required to obtain a one year medical card at the initial visit to the occupational services provider.
External hire or any employee hired, promoted, demoted or transferred into a CDL position after the effective date of this AD who obtains the initial medical card	Must have a valid medical card at all times. The medical card can be of any duration*.

\*Note: If a current CDL driver is unable to obtain a medical card, he or she may be eligible for disability benefits under A.D. 4.18 while attempting to resolve the medical issue that prevents the issuance of the medical card. If short-term and long-term disability benefits are exhausted and the employee has not obtained a medical card through the City's occupational health serviced provider, he/she will be subject to termination. Employees can only be reevaluated for a medical card after providing documentation from their personal physician that their medical condition is now controlled.

**Occupational Licenses AD 4.8**

Non-CDL driver, currently authorized to use an occupational license prior to the effective date of this AD	Will be grandfathered and allowed to drive on City business in accordance with the restrictions of their occupational license.
CDL Drivers	In all cases, are not allowed to utilize an occupational license and, therefore, no longer meet the minimum requirements of their job (and may be subject to termination)
Non-CDL drivers who are issued an occupational license after the effective date of this AD	Will not be allowed to drive on City business and, therefore, may no longer meet the minimum requirements of their job. (Primary drivers will be subject to termination.)
Employee who is not a City driver on the effective date of this AD, who applies for a position requiring a valid driver's license	Will not be eligible to move into a driving position regardless of whether the employee had an occupational license effective before the date of this AD

Note: In no case will an employee with court-mandated DL restrictions be eligible to drive on City business

**MVR Entries That Are Cause For Disqualification**

External applicant after the effective date of this AD	Will be disqualified for any of the entries noted in this section regardless of whether the infractions occurred prior to the effective date of the AD
Employee, who on the effective date of this AD, is listed as a primary driver or for whom a driver's license is a requirement of the job	Will no longer be eligible to drive if they incur any of the disqualifiers for infractions occurring after the effective date of this AD
Employee applying for a transfer, promotion or demotion to or between driving positions after the effective date of	Will only be disqualified for infractions occurring after the effective date of this AD

this AD. This includes employees who receive disciplinary demotions or who are rifted and those employees promoted through a job progression plan	
Current employee, who on the effective date of this AD, is not in a driving position	Will not be allowed to transfer into a driving position if they are disqualified for any of the entries noted in this section regardless of whether the infractions occurred prior to the effective date of the AD