

**Subject: SUPPLEMENTAL PAY FOR FUEL  
RE-SUPPLY AND CROSS LEVELING PROGRAM**

Departmental Policy No. 3-42

Effective: **Upon Approval**

**I. Purpose**

To establish a supplemental, non-base pay premium to be paid to Department of Public Works & Engineering employees assigned to the Right-of-Way and Fleet Maintenance Division Fuel Re-Supply and Cross Leveling Program.

**II. Scope**

This policy applies to Department of Public Works & Engineering employees assigned to the Fuel Re-Supply and Cross Leveling Program who have:

1. A valid Class "A" Commercial Driver's License (CDL) with an "X" endorsement
- OR**
2. A valid Class "B" CDL with an "X" endorsement

The work being done by these employees is more complex than general trucking assignments, and inherently more hazardous and less attractive than ordinary driving jobs.

**III. Policy**

Department of Public Works & Engineering employees assigned to the Fuel Re-Supply and Cross Leveling Program will receive \$150.00 premium pay per pay period as additional compensation for:

- Transporting hazardous materials, such as fuel
- Maintaining their tanker trucks in good working order
- Taking on fuel from larger supplies
- Driving their vehicles safely on their assigned routes
- Measuring the amount of fuel in the tanks into which they will offload fuel
- Completing the transfer safely and in compliance with all federal, state and local laws
- Returning safely to base

This premium will be a biweekly addition to base pay.

**IV. Eligibility**

In order to be eligible for this premium pay, employees must:

- Be assigned to the Fuel Re-Supply and Cross Leveling crew;
- Maintain the necessary commercial drivers licenses and endorsements;
- Maintain an employee performance evaluation score of at least 3.0;
- Maintain compliance with Administrative Procedure 2-2 Motor Vehicle Assignment and Use Policy.

**V. Compliance**

It is the division's responsibility to start and stop this premium pay and to verify on an annual basis that all employees receiving the pay are eligible to receive it.

The Department of Public Works and Engineering reserves the right to change, amend or discontinue this policy.

Approved:



Date Approved:

4/30/08

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