

City of St. Louis Department of Personnel Administrative Regulation NO. 146

LICENSE POLICY

Issued: March 26, 2007

I. Policy:

The purpose of this administrative regulation is to establish a City wide policy on any licenses which are required as a condition of employment.

A. It is the policy of the City of St. Louis to ensure that employees who are required to have a license as a condition of employment maintain said license during the period of their employment. The failure to maintain a valid license is cause for immediate dismissal.

B. "Failure to maintain" includes the lapse, suspension or revocation of a license regardless of the time period for which said license was lapsed, suspended or revoked and regardless of whether said license has subsequently been reinstated.

C. "License" required as a condition of employment includes any license noted on the job announcement for said position or required by the Department of Personnel or appointing authority.

II. Procedures:

Upon discovery that an employee has failed to maintain a valid license, the appointing authority or his/her designee shall schedule a pre-termination review hearing for the employee. Employees who fail to maintain a valid required license shall be dismissed.

DEPARTMENT OF PERSONNEL

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Director