SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.020 SENIORITY TRANSFER FROM CITY DEPARTMMENT

Date: July 2021

Revision: 1

Supersedes: September 24, 1990 First Adopted: September 24, 1990

POLICY:

When an employee transfers to the Water Department from another City department, the employee's length of service is determined utilizing all continuous employment with the City and the Water Department for determining total length of service and seniority for the purposes of scheduling vacation and vacation accrual rates.

PROCEDURE:

For purposes of layoff procedures, length of service does not apply to seniority within class within the Water Department. If, for example, an employee transferred from the City to the Water Department, had been with the City for five (5) years, and had worked for the Water Department for one (1) year, the following would apply:

Length of Service 6 years

Seniority within Class within the

Department 1 year

Vacation Accrual 3 weeks/year

Policy Review

Board approved:	9/24/1990
No changes:	7/2018
No changes:	3/26/2019
No changes:	7/2020
Minor changes GM approved:	7/2021
No changes:	7/2022
No changes:	7/2023
No changes:	7/2024