

# SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## POLICIES & PROCEDURES MANUAL

### POLICY 31.020 SENIORITY TRANSFER FROM CITY DEPARTMENTMENT

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:	<u>9/24/1990</u>
No changes:	<u>7/2018</u>
No changes:	<u>3/26/2019</u>
No changes:	<u>7/2020</u>
Minor changes GM Approved:	<u>7/2021</u>