
SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.100 - VOLUNTARY TRAINING CONDUCTED ON WATER DEPARTMENT TIME

Date:	August 24, 2021
Revision No.:	1
Supersedes	February 12, 1986
First Adopted:	February 12, 1986

POLICY:

Voluntary training conducted on Water Department time may be approved if the coursework is job-related.

PROCEDURE:

Each Division Director will be responsible for ensuring that the basic guidelines below are followed in each area of operational responsibility. Over and above these basic guidelines, the Director may specify the number of attendees at any one time and use seniority and rotation of employees for attendance in academic or training coursework in the interest of fairness.

The following guidelines apply to all employees who request authorization to attend voluntary training programs during an employee's scheduled work hours.

1. An employee who enters a training program on a voluntary basis is limited to one and one-half (1- 1/2) hours of training during the employee's scheduled work hours. Any other time required for the training program or class shall be on the employee's own time.
2. Permission to enroll in voluntary training, conducted in-house or offered by an accredited institution during the employee's scheduled work hours, must be approved in advance by their Division Head and the General Manager. Additionally, the training program or class must relate to the employee's job classification and job functions. Division Directors reserve the right to limit the number of employees who can attend training sessions at one time.
3. The Water Department reserves the right to conduct mandatory training for any employee on Department time.
4. Management reserves the right to deny any request submitted due to work disruption, job function of the employee, and

other department requirements.

AUTHORIZATION:

All voluntary coursework or training attended by an employee on Water Department time must be approved by both the Division Director and the General Manager.

Policy Review

No changes	7/2018
No changes:	3/26/2019
No changes:	7/2020
Substantive changes Board approved:	8/24/2021
Spacing changes only:	7/2022
Spacing changes only:	7/2023
Punctuation change only:	7/2024