

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY NO. 90.020 - RESIGNATIONS/RETIREMENTS WATER BOARD RESOLUTIONS

Date: July 2022
Revision No.: 6
Supersedes: March 26, 2019
First Adopted: April 4, 1991

POLICY:

An employee with ten years or more of combined service with the City of San Bernardino and the Water Department, and who is retiring from the Department will receive a retirement resolution from the Water Board.

A resolution will not be prepared for employee resignations.

PROCEDURE:

1. Retirements: The original retirement letter will be submitted to Human Resources for the employee's file. Human Resources will prepare a retirement resolution, to be placed on the Water Board's agenda for approval, and execution by the Board.

Presentation of the resolution will be made by the Board President to the employee. The Human Resources Section will be responsible for notifying the retiring employee as to when to appear at the Board Meeting.

2. Resignations: All letters of resignation should be directed to Human Resources for processing.

Policy Review

Established:	4/4/1991
Revised:	9/1992
Revised:	11/1998
Revised:	6/18/2003
Revised:	6/2006
Revision Board approved:	3/26/2019
No changes:	7/2020
No changes:	7/2021
Minor changes GM approved:	7/2022
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