

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES

INTRODUCTION

The City of San Bernardino Municipal Water Department is governed by a five-member Water Board appointed by the Mayor and Council. The Board sets policy and adopts rules and regulations that govern the general operations of the Department; adopts rules and regulations applicable to the Department's customers; negotiates benefits and salaries with employees of the Department; and authorizes the General Manager to 1) implement and enforce these policies, procedures, rules and regulations, and 2) to establish policy affecting the day-to-day operations of the Department.

The Department is organized as five separate divisions:

- Administration
- Environmental and Regulatory Compliance
- Finance
- Water Utility
- Water Reclamation

Four Division Directors, the General Manager, and the Deputy General Manager make up the Executive Team. Authority to implement and enforce certain policies rests with the General Manager, Deputy General Manager, or the Division Directors as is so stipulated within each Department policy. These policies and procedures are approved and updated by either the Water Board or the General Manager.

The general employees of the Water Department are represented by the International Brotherhood of Electrical Workers Local #47 (IBEW).

The mid-management employees of the Water Department are represented by the San Bernardino Association of Water Department Mid-Managers.

A Memorandum of Understanding is negotiated between each employee association/union and the Water Board through the Management Team for the establishment of salaries and benefits. The procedures for implementing some of these benefits are included in policies. However, for the most part, policies are directly related to job function procedures (e.g., vehicle and equipment use, records retention, purchasing, etc.) and the work environment.

Included in the policies are the Work Rules. Each employee is to receive the Work Rules during orientation and their supervisor will verbally review the applicable section rules with the new employee.

Certain policies (e.g., Drug, Alcohol, & Substance Use, Code of Ethics, etc.) are also provided to the employee during orientation along with instructions on how to access and review all policies on the Department's intranet. A signed copy, signifying the policies have been received and read, must be returned to Human Resources and kept in the employee's permanent Personnel File.

Policy Review

Revised:	<u>10/22/2020</u>
No Changes:	<u>7/2021</u>
Spacing changes only:	<u>7/2022</u>
Revised:	<u>7/1/2023</u>
Grammar change only:	<u>7/2023</u>
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Spelling/Grammer/Content changes	<u>7/2025</u>