

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 20.010 - ADOPTION/AMENDMENT OF HUMAN RELATIONS POLICIES

Date: July 2022
Revision No.: 2
Supersedes: April 24, 2018
First Adopted: August 12, 1992

POLICY:

Amendments to procedures of existing policies and any Health and Safety, Equipment and Supplies, and General Policies shall be reviewed by Water Department Human Resources in conjunction with the affected Division Director and approved by the General Manager.

The Water Board will adopt or amend any Human Relations policies, which may be proposed by the Water Board, any Division Director, the Deputy General Manager, Water Department Human Resources, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Division Director, Water Department Human Resources and the General Manager. Water Department Human Resources will review and solicit feedback as appropriate and make a recommendation that the item be included for consideration on the agenda of the appropriate regular meeting of the Water Board, and/or any other body as specified in the Municipal Code.

PROCEDURE:

Adoption of a new Human Relations policy or amendment of an existing Human Relations policy shall be accomplished at a regular meeting of the Water Board and shall require an affirmative vote of the majority of the Board, and/or any other body specified in the Municipal Code.

Before considering adoption or amendment of a Human Relations policy, the Water Board Commissioners shall have the opportunity to review the proposed adoption or amendment at a regular Water Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Commissioner for review at least three (3) days prior to any meeting of consideration.

Policy Review

Established:	<u>8/12/1992</u>
Revision Board approved:	<u>5/18/2018</u>
No changes:	<u>7/2019</u>
No changes:	<u>7/2020</u>
No changes:	<u>7/2021</u>
Minor changes GM approved:	<u>7/2022</u>
No changes:	<u>7/2023</u>
No changes:	<u>7/2024</u>