

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES

POLICY 10.020 - REVIEW OF POLICIES AND PROCEDURES

Date: July 2021
Revision: 1
Supersedes: February 11, 2020
First Adopted: February 11, 2020

POLICY:

The San Bernardino Municipal Water Department (Department) is governed by a five-member Water Board appointed by a vote of the Mayor and Council. The Board sets policy and adopts regulations that govern the general operation of the Department; adopts rules and regulations applicable to the Department's customers; approves benefits and salaries for employees of the Department; and authorizes the General Manager to 1) review, update, 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 relies upon accurate and updated policies and procedures to help govern and maintain consistency in operations. These policies and procedures are considered living documents subject to change based on experience, Departmental changes, and changes in laws and/or regulations.

PROCEDURE:

The Human Resources Section, in conjunction with Department Administration, will perform a comprehensive annual review every July of existing policies and procedures to: 1) Determine if a policy or procedure is still relevant or if it should be rescinded or combined with another; 2) Determine if a policy or procedure is being implemented as intended; 3) Determine if the policy is having the desired effect; 4) Determine if revisions are necessary due to legislative changes; and 5) Ensure that appropriate employee education, monitoring, and ongoing review of policies is occurring on a regular basis.

New policies and existing policies with either legislatively mandated or substantive content changes will be approved by the

Board. Existing policies and procedures with minor editorial changes or no changes at all will be approved by the General Manager.

All employees must review all policies and procedures following the yearly July review and will sign a form acknowledging review, which will be filed in Human Resources.

New employees will be required to review all policies and procedures upon hire and will sign an acknowledgement form indicating that they have done so.

Once the annual review is completed, policies will be revised and/or rescinded as appropriate and presented to the Board for approval. Policies that do not require revision will indicate the review date and be presented to the Board for approval. Once Board approval is obtained, all Department employees will be required to review all policies and sign an acknowledgement form indicating that they have done so.

It may be necessary to review/revise/rescind or introduce new policies and procedures outside of the annual review process due to legislative changes or other circumstances. Employees will be notified of any policy change that occurs outside of the annual review period and will be required to review the changes and sign an acknowledgement form indicating that they have done so.

All policies and procedures will be made available on the Department's intranet site, which can be accessed by all employees, and on the Department's website at SBMWD.org for public access.

Policy Review

Board Approved: 2/11/20
Minor Changes GM Approved: 7/2021



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
Policy Review Acknowledgement and Signature

Administrative Policies

Number	Policy Title
	Policy Introduction
	Code of Ethics
	Driver Safety Policy
	Fleet Policy
10.010	Public Information Officer
10.020	Review of Policies and Procedures
10.120	Investment Policy
10.20	Debt Management
20.010	Adoption/Amendment of Human Relations Policies
20.030	Personal Mail/Magazines, etc.
20.050	Records Retention
20.055	Email Retention
20.060	Cash Handling Procedures
20.070	Solicitation
20.080	Posting – Bulletin Boards
20.090	Claims Handling
20.100	Naming of San Bernardino Municipal Water Department Properties and Facilities
21.110	Fraud Prevention, Reporting, and Investigation
31.010	Equal Opportunity – Affirmative Action
31.020	Seniority – Transfer from City Department
31.030	New Employee Orientation
31.050	Return to Work/Modified Duty
31.060	Acceptance of Gifts, Favors, and/or Other Considerations
31.080	Employee Consultation
31.085	Work Rules
31.090	Mandatory Retirement Contributions for PST Employees
31.100	Voluntary Training Conducted on Water Department Time
31.110	Personnel Records and Release of Information
31.120	Outside Employment
31.130	Higher Acting Classification
31.140	Business Casual Attire
31.160	Classification/Compensation Plan Maintenance
31.170	Tattoos, Piercings, and Body Jewelry
32.020	Lactation Accommodation
32.025	Transfer of Benefit Hours
32.030	Jury Duty Compensation
32.050	Special Performance Evaluations

32.070	Family Medical Leave Act (FMLA)
32.080	Paid Sick Leave Part-Time Temporary Employees
32.110	Temporary Telecommuting Assignment
33.020	Prohibition Against Smoking and Use of Smokeless Tobacco
33.035	Drug, Alcohol, and Substance Use
33.050	Sexual Harassment
33.060	Nepotism
33.070	Non-Discrimination/Harassment
33.080	Anti-Bullying
43.020	Access to Department Facilities and/or Properties
45.020	Drug and Alcohol Policy for Employees who Drive Commercial Motor Vehicles
51.010	Petty Cash Procedure
51.020	Modifications to Professional Services and Competitively Bid Contracts
51.030	Purchasing
51.035	Vehicle and Equipment Replacement Policy
51.040	Purchasing Card Policy
51.050	Fixed Assets
51.080	Criteria for Bill Messages and Inserts by Others
51.090	Budget Amendments
52.010	Payroll Distribution
52.020	Overtime
53.010	Reimbursable/Allowable Travel Expenses
54.010	Reserve Policy
54.020	Write-Off of Uncollectible Accounts Receivable
54.030	Disclosure Policy and Procedure
545.040	Tax Exempt Bonds Compliance Policy for SBMWD Water and Sewer Obligations
54.050	Grant Management and Administration
54.060	Unclaimed Property
61.030	Department Communication Systems/Equipment
61.040	Passwords
62.010	Department Issued Cell/Smart Phones
62.020	Personal Use of Department Telephones
62.060	Use of Personal Cell Phones
62.070	Social Media
70.010	Department Furnished Uniforms
90.020	Resignations/Retirements Board of Water Commissioners Resolutions
100.010	Newmark Groundwater Superfund Site Institutional Controls Implementation Policy

Safety Policies

Safety Mission Statement
Safety Manual and Program Introduction
Injury and Illness Prevention Program (IIPP)
Bloodborne Pathogens Program
Confined Space Program
Emergency Action Plan
Ergonomics Program
Fire Prevention Plan

- Hazard Communication Program
- Hearing Conservation Program
- Lockout/Blockout Program
- Personal Protective Equipment Program
- Respiratory Protection Plan
- Discipline Policy
- Inspections and Audits Policy
- Investigation of Accident and Incidents Policy
- Pepper Spray Policy
- Inspections by a Regulatory Agency Policy
- Hazard Reporting Policy
- Safety Meetings and Committees Policy
- Safety Shoes Policy
- Safety Glasses Policy
- Safety Training Policy
- Workplace Violence Policy
- Powered Industrial Trucks Policy
- Active Shooter Policy
- Driver Safety Policy
- Fall Protection Program
- Heat Illness Prevention Policy
- Workplace Face Mask Policy
- COVID-19 Safety Plan

I acknowledge that I have reviewed, and agree to comply with, all San Bernardino Municipal Water Department Administrative and Safety policies and procedures listed above. I am aware that I can obtain a copy of any policy from the Human Resources Section and that all administrative policies can be accessed at any time on the Department’s Website at: <https://www.sbmwd.org/165/Policies-Procedures> or on the Department’s Intranet site at: <http://waterweb/Departments/HumanResources/PoliciesProcedures.aspx> and all Safety policies can be accessed on the Department’s Intranet site at: <http://waterweb/Departments/ERC/SafetyManual>

Employee Name (Print)

Employee Signature

Date