SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES

POLICY 10.020 - REVIEW OF POLICIES AND PROCEDURES

Date: July 2024

Revision: 4

Supersedes: July 2023

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July of existing policies and procedures to: 1) Determine if a policy or procedure is still relevant or if it should be rescinded or combined with another; 2) Determine if a policy or procedure is being implemented as intended; 3) Determine if the policy is having the desired effect; 4)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Once the annual review is completed, policies will be revised and/or rescinded as appropriate and presented to the Board for approval.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. 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 Administrative 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. Safety policies will be made available on the Department's intranet site.

Policy Review

Board approved:	2/11/2020
Minor changes GM approved:	7/2021
Minor changes GM approved:	7/2022
Minor changes GM approved:	7/2023
Minor changes GM approved:	7/2024



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

Policy Review Acknowledgement and Signature

32.070

Administrative Policies Number Policy Title Policy Introduction Acknowledgement of Safe Driving Rules Code of Ethics Fleet Policy **Investment Management Procedure Public Information Officer** 10.010 10.020 **Review of Policies and Procedures** 10.120 **Investment Policy** Investment Policy Statement for Other Post-Employment Benefits Trust 10.130 10.20 Debt Management Adoption/Amendment of Human Relations Policies 20.010 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 21.020 **Employee Confidentiality** 21.110 Fraud Prevention, Reporting, and Investigation Equal Opportunity – Affirmative Action 31.010 31.020 Seniority – Transfer from City Department 31.030 **New Employee Orientation** 31.050 Return to Work/Modified Duty Acceptance of Gifts, Favors, and/or Other Considerations 31.060 31.080 **Employee Consultation** 31.085 **Work Rules** Mandatory Retirement Contributions for PST Employees 31.090 31.100 Voluntary Training Conducted on Water Department Time 31.110 Personnel Records and Release of Information **Outside Employment** 31.120 **Higher Acting Classification** 31.130 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**

Family, Medical, and Pregnancy Disability Leave Act (FMLA)

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32.080	Paid Sick Leave Part-Time Temporary Employees	
32.110	Temporary Telecommuting Assignment	
32.120	Reproductive Loss Leave	
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 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	
54.040	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	
61.050	Security Awareness Training	
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 P	olicy

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 Investigation of Accident and Incidents 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** COVID-19 Safety Plan

Electrical Safety Plan

Workplace Violence Prevention 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 be accessed at any time on the Department's 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 be accessed the Department's Intranet site http://waterweb/Departments/ERC/SafetyManual

Employee Name (Print)	Employee Signature	Date