

**TOWN OF SAN ANSELMO
STAFF REPORT
July 14, 2014**

For the Meeting of July 22, 2014

TO: Town Council

FROM: Daria Carrillo, Finance & Admin Services Director

SUBJECT: Management, Confidential and Part Time Employees Salary Increases Effective July 1, 2014

RECOMMENDATION

That Council approve the attached Resolutions setting Management, Confidential and Part Time Employee pay rates effective July 1, 2014.

BACKGROUND AND DISCUSSION

The Town's current Memorandum of Understanding (MOU) with Service Employees International Union (SEIU) provides for a 7% Cost of Living Adjustment (COLA) effective July 1, 2014. This MOU was agreed ratified by SEIU members on July 9, 2014. The MOU also stipulates that effective July 1, 2014, employees shall pay an additional 2% of salary to the employee's share of PERS retirement costs for a total of 5% of salary and effective January 1, 2015, employees shall pay an additional 1% of salary to the employee's share of PERS for a total of 6% of salary. The remainder of the employee's share, 2% for employees hired prior to February 1, 2007 and 1% for employees hired after February 1, 2007, will be paid by the Town.

It has been the Town's practice to grant management and confidential employees the same pay increases as the SEIU employees.

ANALYSIS

Attachment #1 updates the management employees pay rates for the same period to reflect a 7% increase. Section 7 of Attachment #1 provides that management employees are entitled to the employee benefits outlined in the SEIU MOU. This includes the retirement payments listed above.

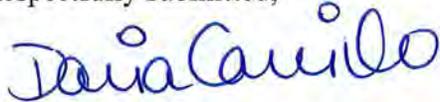
Attachment #2 updates the confidential employees pay rates and benefits to reflect the same terms as those in the SEIU MOU.

Attachment #3 increases the part time employee salaries by 4%. Part time employees generally do not qualify for the PERS retirement system.

FISCAL IMPACT:

Staff calculates that the cost of the increase for management employees for 2014-2015 to be \$54,718. The cost of the increase for confidential employee (one) for 2014-2015 is \$4080. The cost of the increase for temporary employees is estimated to be \$14,847.

Respectfully submitted,



Daria Carrillo
Finance and Admin Services Director

Attachment #1: Resolution No. _____, A Resolution Revising Resolution #3923 to Establish Salaries and Benefits for Management Employees Effective July 1, 2014

Attachment #2: Resolution No. _____, A Resolution Revising Resolution #3883 to Establish Salaries and Benefits for Confidential Employees Effective July 1, 2014

Attachment #3: Resolution No. _____, A Resolution Revising Resolution #3882 to Establish Salaries and Benefits for Part Time Employees Effective July 1, 2014

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION REVISING RESOLUTION #3923 TO ESTABLISH SALARIES AND BENEFITS FOR MANAGEMENT EMPLOYEES EFFECTIVE JULY 1, 2014

WHEREAS, the role of a manager is defined by its responsibility for the sound management and effective operations of a vital function of Town government; and

WHEREAS, management employees are expected to perform their duties and assignments in a manner and to the degree that recognizes this substantial responsibility and that serves the best interests of the Town; and

WHEREAS, the Town of San Anselmo management employees are defined to include the following positions:

Town Manager

Department Managers

Public Works Director

Planning and Building Director

Finance and Administrative Services Director

Librarian

Community Services Director

Mid-Managers

Building Official

Senior Civil Engineer

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of San Anselmo does herein define management benefits as follows:

Section 1. Salaries

	<u>Per Resolution #4050</u> <u>November 25, 2013</u>	<u>July 1, 2014</u>
Town Manager	\$13,230	\$14,156
Public Works Director	\$10,914	\$11,678
Fin & Adm Services Director	\$10,833	\$11,591
Planning Director	\$10,335	\$11,058
Librarian	\$ 9,045	\$ 9,678
Community Services Director	\$ 9,045	\$ 9,678
Building Official	\$ 7,821	\$ 8,368
Senior Civil Engineer	\$ 7,821	\$ 8,368

Section 2. Salary Adjustments

The Town Council will review management employee performance evaluations conducted annually by the Town Manager, or by the employee's direct supervisor with review by the Town Manager. The Town Council sets management salaries annually by resolution.

Section 3. Administrative Leave

Management positions are classified as Fair Labor Standards Act (FLSA) exempt and therefore are not eligible for overtime or compensatory time off. However, in recognition of the long hours required to perform at the management level, including attendance at numerous meetings outside normal working hours, an Administrative Leave policy shall be implemented.

Management employees receive ten (10) days of administrative leave annually. Unused days may not be carried over from one fiscal year to the next.

Section 4. Employment Agreements

In order to foster job security within a professional climate, management employees may negotiate employment agreements with the Town.

Section 5. Vehicle Allowance

The Town Manager and Public Works Director are granted a monthly car allowance of \$350, and the Building Official, Senior Civil Engineer and Planning Director a monthly car allowance of \$100. All other management employees are reimbursed for specific job related travel at the rate per mile recognized by the Internal Revenue Service.

Section 6. Vacation Leave

Vacation leave accrues based on the employee's continuous employment with the Town. Positions that are less than full time shall accrue the days proportional to their full time equivalency:

<u>Years of Service</u>	<u>Annual Vacation Entitlement</u>
1 through 3	15 working days
4 through 7	18 working days
8 through 12	20 working days
13 and over	25 working days

A management employee may at his/her option, receive cash for vacation days accrued in excess of 20 days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year. A management employee with 20 years of service may receive cash for an additional 2.5 days for a maximum of 7.5 days (60 hours) cash payment.

Section 7. Assistant Town Manager

One Department Head is designated as the Assistant Town Manager, serving as the Acting Town Manager in the absence of the Town Manager, and keeping abreast of major Town issues on an ongoing basis. The Assistant Town Manager will receive a 10% uplift in salary during the period served.

Section 7. Other Provisions

Unless herein specified otherwise, management employees are entitled to the employee benefits outlined in the Service Employees International Union (SEIU) Memorandum of Understanding.

I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 22nd day of July 2014 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, Mayor

ATTEST:

Barbara Chambers, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. ____

A RESOLUTION REVISING RESOLUTION #3883 TO ESTABLISH SALARIES AND BENEFITS FOR CONFIDENTIAL EMPLOYEES EFFECTIVE JULY 1, 2014

WHEREAS, the performance of the confidential employees and changes in the cost of living have been reviewed by the Town Manager and the Finance and Administrative Services Director; and

WHEREAS, the duties, responsibilities, and compensation of the confidential staff of the Town of San Anselmo have been reviewed in relation to comparable positions in comparable cities and towns in Marin; and

WHEREAS, the Service Employees International Union (SEIU) 1021 Memorandum of Understanding Exhibit A-1 provides for a 7% salary increase effective July 1, 2014
NOW THEREFORE, BE IT HEREBY RESOLVED, that the following monthly salary ranges of the confidential employees are set as follows:

JULY 1, 2009

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Accounting Benefits Technician (37.5 hour workweek)	\$4,656	\$4,889	\$5,134	\$5,390	\$5,660

REVISED

JULY 1, 2014 (7% increase for classification)

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Accounting Benefits Technician (37.5 hour workweek)	\$4,982	\$5,231	\$5,493	\$5,767	\$6,056

BE IT FURTHER RESOLVED, that effective July 1, 2014, employees shall pay an additional 2% of salary to the employee's share of PERS retirement costs for a total of 5% of salary and effective January 1, 2015, employees shall pay an additional 1% of salary to the employee's share of PERS for a total of 6%, with the remainder of the employee's share paid by the Town. The contribution shall, at the time of termination, belong to the employee; and

BE IT FURTHER RESOLVED, that confidential employees shall follow the SEIU Memorandum of Understanding for all employee benefits including periodic salary adjustments and scheduled equity studies; and

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 22nd day of July, 2014 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, Mayor

ATTEST:

Barbara Chambers, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. ____

A RESOLUTION REVISING RESOLUTION #3882 TO ESTABLISH SALARIES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE JULY 1, 2014

WHEREAS, the Town employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term “part time capacity” identifies individuals who are typically employed with the Town on an hourly basis for an annual average of less than twenty hours per week; and

WHEREAS, the duties and responsibilities of part time employees are monitored by department managers, and further, that compensation is based on specific hours worked as recorded by employees on semi-monthly timesheets and approved by department managers;

NOW THEREFORE, BE IT HEREBY RESOLVED, that the following hourly pay rates are set:

	<u>July 1, 2014</u>
Clerical Assistant:	\$10.80—16.74
Library Assistant (on-call):	\$20.27—24.64
Library Pages	\$9.19—11.50
Librarian (on-call):	\$26.05—35.45
Maintenance Worker:	\$19.21
Public Works Engineer:	\$43.40
Recreation Childcare Aide:	\$10.48—15.39
Recreation Childcare Instructor:	\$16.40—19.93
Senior Engineer	\$62.40

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range as well as periodic increases within the range are made at the discretion of the department manager and in consideration of an

individual's knowledge and skills, prior work experience and job performance in the current position;

- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minute break, an employee who works eight consecutive hours is entitled to a second paid 15 minute break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;
- Positions in this classification are not eligible for paid Town holidays;
- Positions in this classification are not eligible for accrual of paid vacation leave, sick leave, or floating holidays;
- Positions identified in this classification are not eligible for Town paid employee health insurance benefits including but not limited to medical, dental, vision, life and long term disability;
- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law but are not eligible for membership in the Public Employees Retirement System (PERS) unless provided for by PERS membership requirements.

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 22nd day of July, 2014 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McNerney, Mayor

ATTEST:

Barbara Chambers, Town Clerk