

TOWN OF SAN ANSELMO

RESOLUTION NO. 4147

A RESOLUTION REVISING RESOLUTION #4127 TO ESTABLISH SALARIES AND BENEFITS FOR MANAGEMENT EMPLOYEES EFFECTIVE DECEMBER 8, 2015

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 (2)

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

Section 1. Monthly Salaries

| | Per Resolution #4127 | | | |
|--|-------------------------|--------------------|---------------------|---------------------|
| | <u>July 1, 2015</u> | <u>Dec 8, 2015</u> | <u>July 1, 2016</u> | <u>July 1, 2017</u> |
| Town Manager | \$14,651 | \$14,651 | \$15,091 | \$15,543 |
| Public Works Director | \$12,087 | \$12,087 | \$12,450 | \$12,823 |
| Fin & Adm Services Director | \$11,997 | \$11,997 | \$12,357 | \$12,728 |
| Planning Director | \$11,445 | \$11,445 | \$11,788 | \$12,142 |
| Librarian | \$10,017 | \$10,017 | \$10,318 | \$10,627 |
| Community Services Director | \$10,017 | \$10,017 | \$10,318 | \$10,627 |
| Building Official | \$ 8,661 | \$ 8,661 | \$ 8,921 | \$ 9,188 |
| Senior Civil Engineer | \$ 8,661 | \$ 8,661 | \$ 8,921 | \$ 9,188 |
| Deputy Town Clerk/Municipal Information Officer | | \$6,673 | \$ 6,873 | \$ 7,079 |

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. Management employees may use administrative leave in increments of two hours or greater. 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 8. 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.

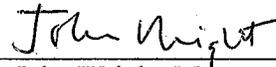
I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 24th day of November 2015 by the following vote, to wit:

AYES: Wright, Kelly, Coleman, Greene

NOES: None

ABSENT: McInerney

ABSTAIN: None



John Wright, Mayor

ATTEST:



For Barbara Chambers, Town Clerk