

# TOWN OF SAN ANSELMO

## RESOLUTION NO. 3844

### A RESOLUTION REVISING RESOLUTION #3833 TO ESTABLISH SALARIES AND BENEFITS FOR MANAGEMENT EMPLOYEES EFFECTIVE JULY 1, 2008

**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**

Police Chief

Public Works Director

Planning and Building Director

Finance and Administrative Services Director

Librarian

Community Services Director (formerly Recreation Director)

**Mid-Managers**

Police Captains (2)

Building Official

**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

	<b>Per Resolution #3833 <u>July 1, 2007</u></b>	<b><u>July 1, 2008</u></b>
Town Manager	\$12,569	\$12,971
Police Chief	\$10,954	\$11,305
Public Works Director	\$10,368	\$10,700
Plan & Bldg Director	\$ 9,818	\$10,132
Fin & Adm Services Director	\$ 9,820	\$10,134
Librarian	\$ 8,735	\$ 9,015

	<b>Per Resolution #3833</b>	
	<b><u>July 1, 2007</u></b>	<b><u>July 1, 2008</u></b>
Community Services Director	\$ 8,430	\$ 8,868
Police Captains (2)	\$ 9,567	\$ 9,873
Building Official	\$ 7,430	\$ 7,668

## **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. Administrative leave shall be taken in whole day increments. Unused leave does not carry over from one fiscal year to year, nor is unused leave paid to employees upon termination. Employees who were awarded prior to July 1, 2002 annual administrative leave amounts that are in excess of ten (10) days shall retain their previous allotments, as follows: Building Official – thirteen (13). When this position is vacated, the administrative leave entitlement shall be ten (10) days.

## **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 and Planning and Building Director a monthly car allowance of \$100. The Police Chief and Police Captains have the use of a Town car. 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:

Years of Service

Annual Vacation Entitlement

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. Callouts**

The Streets and Parks Superintendent may be called back to work for emergency purposes. For such specified callout work, the employee will be paid on a straight time basis for hours worked outside regular work hours, up to a maximum of forty (40) hours per year.

**Section 8. Other Provisions**

Unless herein specified otherwise, management employees are entitled to the employee benefits outlined in the San Anselmo Police Officers Association (SAPOA) Memorandum of Understanding (for the Police Chief and Police Captains) and in the Service Employees International Union (SEIU) Memorandum of Understanding (for all other management employees).

I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 24<sup>th</sup> day of June 2008, by the following vote, to wit:

AYES: Breen, Freeman, Greene, House, Thornton

NOES: (None)

ABSENT: (None)

ABSTAIN: (None)

  
Ted Freeman, Mayor

ATTEST:

  
Barbara Chambers, Town Clerk