TOWN OF SAN ANSELMO

RESOLUTION NO. 4219

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
APPROVING A PUBLICLY AVAILABLE PAY SCHEDULE

WHEREAS, the governing body of the Town of San Anselmo has the authority to implement
Government Code Section 20636 (b) (1);

WHEREAS, the governing body of the Town of San Anselmo has adopted salary schedules for all
Town positions;

WHEREAS, one of the requirements for Government Code Section 20636 (b) (1) is the adoption by
the governing body of the Town of San Anselmo of a Publicly Available Pay Schedule;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of San Anselmo
adopts the attached Publicly Available Pay Schedule for the 2017-2018 fiscal year,

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town
Council on the 9th day of January 2018, by the following vote, to wit:

AYES: Wright, Brown, Greene, Coleman, Colbert
NOES: None
ABSENT: None
ABSTAIN: None

John Wright
Mayor

ATTEST:

Carla Kacmar, Town Clerk
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Confidential and SEIU positions</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Accounting-Benefits Technician*</td>
<td>$5,470</td>
<td>$5,744</td>
<td>$6,031</td>
<td>$6,332</td>
<td>$6,650</td>
</tr>
<tr>
<td>Administrative Services Assistant I</td>
<td>$3,969</td>
<td>$4,168</td>
<td>$4,375</td>
<td>$4,593</td>
<td>$4,624</td>
</tr>
<tr>
<td>Administrative Services Assistant II</td>
<td>$4,321</td>
<td>$4,537</td>
<td>$4,764</td>
<td>$5,003</td>
<td>$5,253</td>
</tr>
<tr>
<td>Administrative/Permit Services Technician</td>
<td>$4,917</td>
<td>$5,163</td>
<td>$5,421</td>
<td>$5,692</td>
<td>$5,977</td>
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<tr>
<td>Assistant Planner</td>
<td>$5,563</td>
<td>$5,841</td>
<td>$6,133</td>
<td>$6,440</td>
<td>$6,762</td>
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<tr>
<td>Associate Planner</td>
<td>$6,120</td>
<td>$6,425</td>
<td>$6,747</td>
<td>$7,085</td>
<td>$7,439</td>
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<tr>
<td>Building Inspector</td>
<td>$6,367</td>
<td>$6,685</td>
<td>$7,019</td>
<td>$7,371</td>
<td>$7,739</td>
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<tr>
<td>Child Care Instructor</td>
<td>$3,010</td>
<td>$3,161</td>
<td>$3,319</td>
<td>$3,485</td>
<td>$3,659</td>
</tr>
<tr>
<td>Groundskeeper Trainee</td>
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<td>$2,273</td>
<td>$2,273</td>
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<tr>
<td>Lead Library Assistant</td>
<td>$4,001</td>
<td>$4,202</td>
<td>$4,412</td>
<td>$4,632</td>
<td>$4,864</td>
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<tr>
<td>Librarian I</td>
<td>$4,783</td>
<td>$5,023</td>
<td>$5,273</td>
<td>$5,537</td>
<td>$5,814</td>
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<tr>
<td>Librarian II</td>
<td>$5,356</td>
<td>$5,623</td>
<td>$5,903</td>
<td>$6,199</td>
<td>$6,508</td>
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<tr>
<td>Library Assistant</td>
<td>$3,721</td>
<td>$3,907</td>
<td>$4,102</td>
<td>$4,308</td>
<td>$4,523</td>
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<tr>
<td>Library Technician</td>
<td>$4,422</td>
<td>$4,456</td>
<td>$4,677</td>
<td>$4,911</td>
<td>$5,157</td>
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<td>Maintenance Supervisor</td>
<td>$5,695</td>
<td>$5,979</td>
<td>$6,278</td>
<td>$6,592</td>
<td>$6,922</td>
</tr>
<tr>
<td>Maintenance Worker I</td>
<td>$3,994</td>
<td>$4,194</td>
<td>$4,405</td>
<td>$4,624</td>
<td>$4,856</td>
</tr>
<tr>
<td>Maintenance Worker II</td>
<td>$4,398</td>
<td>$4,517</td>
<td>$4,849</td>
<td>$5,091</td>
<td>$5,346</td>
</tr>
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<td>Planning Technician</td>
<td>$5,046</td>
<td>$5,299</td>
<td>$5,564</td>
<td>$5,842</td>
<td>$6,134</td>
</tr>
<tr>
<td>Recreation Coordinator I</td>
<td>$3,869</td>
<td>$4,168</td>
<td>$4,375</td>
<td>$4,593</td>
<td>$4,824</td>
</tr>
<tr>
<td>Recreation Coordinator II</td>
<td>$4,321</td>
<td>$4,537</td>
<td>$4,764</td>
<td>$5,003</td>
<td>$5,253</td>
</tr>
<tr>
<td>Recreation Program Leader</td>
<td>$3,311</td>
<td>$3,476</td>
<td>$3,650</td>
<td>$3,833</td>
<td>$4,024</td>
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<tr>
<td>Recreation Supervisor</td>
<td>$5,188</td>
<td>$5,448</td>
<td>$5,721</td>
<td>$6,006</td>
<td>$6,307</td>
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<tr>
<td>Senior Maintenance Worker</td>
<td>$4,747</td>
<td>$4,984</td>
<td>$5,233</td>
<td>$5,495</td>
<td>$5,770</td>
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<td>Senior Planner</td>
<td>$6,734</td>
<td>$7,070</td>
<td>$7,423</td>
<td>$7,794</td>
<td>$8,185</td>
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</tbody>
</table>

* Accounting and Benefits Technician receives an additional 10% pay beyond the salary listed for responsibilities related to Ross Valley Fire Department.

Management Salaries - flat rate no steps

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Public Works Director</td>
<td>$10,628</td>
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<tr>
<td>Building Official</td>
<td>$9,188</td>
</tr>
<tr>
<td>Community Services Director</td>
<td>$10,628</td>
</tr>
<tr>
<td>Finance &amp; Administrative Services Director**</td>
<td>$12,728</td>
</tr>
<tr>
<td>Planning Director</td>
<td>$12,142</td>
</tr>
<tr>
<td>Public Works Director</td>
<td>$13,721</td>
</tr>
<tr>
<td>Senior Civil Engineer</td>
<td>$9,188</td>
</tr>
<tr>
<td>Town Clerk/Municipal Information Officer</td>
<td>$7,079</td>
</tr>
<tr>
<td>Town Librarian***</td>
<td>$10,628</td>
</tr>
<tr>
<td>Town Manager</td>
<td>$15,543</td>
</tr>
</tbody>
</table>

** Finance and Administrative Services Director receives an additional 7% pay beyond the salary listed for responsibilities related to Ross Valley Fire Department.

*** Town Librarian receives an additional 10% pay beyond the salary listed for Assistant Town Manager duties.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Part Time Hourly Salaries</td>
<td></td>
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</tr>
<tr>
<td>Clerical Assistant</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Library Assistant (on call)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Pages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarian (on call)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Worker</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Public Works Engineer</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Recreation Childcare Alde</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Recreation Childcare Instructor</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Hourly Rates

- Clerical Assistant: $11.69 - $18.13
- Library Assistant (on call): $21.94 - $26.68
- Library Pages: $11.00 - $12.46
- Librarian (on call): $28.21 - $38.37
- Maintenance Worker: $20.80 - $24.95
- Public Works Engineer: $46.97
- Recreation Childcare Alde: $11.34 - $16.67
- Recreation Childcare Instructor: $17.76 - $21.57

All salaries are effective July 1, 2017 except for the Library Page position which was revised as of January 1, 2016.
TOWN OF SAN ANSELMO

RESOLUTION NO. 4220

A RESOLUTION REVISING RESOLUTION #4183 TO ESTABLISH SALARIES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE JANUARY 1, 2018

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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical Assistant</td>
<td>$11.69 - 18.13</td>
</tr>
<tr>
<td>Library Assistant (on-call)</td>
<td>$21.94 - 26.68</td>
</tr>
<tr>
<td>Library Pages</td>
<td>$11.00 - 12.46</td>
</tr>
<tr>
<td>Librarian (on-call)</td>
<td>$28.21 - 38.37</td>
</tr>
<tr>
<td>Maintenance Worker</td>
<td>$20.80 - 24.96</td>
</tr>
<tr>
<td>Public Works Engineer</td>
<td>$46.97</td>
</tr>
<tr>
<td>Recreation Childcare Aide</td>
<td>$11.34 - $16.67</td>
</tr>
<tr>
<td>Recreation Childcare Instructor</td>
<td>$17.76 - $21.57</td>
</tr>
</tbody>
</table>

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 minutes break, an employee who works eight consecutive hours is entitled to a second paid 15 minutes 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;

- Pursuant to State law, employees are entitled to accrue one hour of sick leave, paid at the employee’s hourly wage, for every 30 hours worked. Employees are entitled to accrue sick leave if they work more than 30
days within a year from the commencement of their employment, and are entitled to begin using accrued sick leave after 90 days of employment. Sick leave may be used in increments of 2 hours or greater. Use of sick leave is limited to 3 work days, or 24 hours, in a calendar year.

- Positions in this classification are not eligible for paid Town holidays;
- Positions in this classification are not eligible for accrual of paid vacation 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 9th day of January 2018 by the following vote, to wit:

AYES: Wright, Brown, Greene, Coleman, Colbert

NOES: None

ABSENT: None

ABSTAIN: None

John Wright, Mayor

ATTEST:

Carla Kacmar, Town Clerk