

# TOWN OF SAN ANSELMO

## RESOLUTION NO. 4250

### A RESOLUTION REVISING RESOLUTION #4220 TO ESTABLISH SALARIES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE OCTOBER 1, 2018

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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:

#### October 1, 2018

Clerical Assistant:	\$12.04 – 18.67
Library Assistant (on-call):	\$22.60 – 27.48
Library Pages	\$11.33 – 12.83
Librarian (on-call):	\$29.06 – 39.52
Maintenance Worker:	\$21.42 – 25.71
<b>Professional Temp</b>	<b>\$20.00 – \$92.36</b>
Recreation Childcare Aide:	\$11.68 – \$17.17
Recreation Childcare Instructor:	\$18.29 – \$22.22
<b>Recreation Facility/Equipment Assistant</b>	<b>\$17.76 – \$21.57</b>
<b>Recreation Specialist</b>	<b>\$15.00 – \$30.00</b>
<b>Sports Official/Coach</b>	<b>\$15.00 – \$60.00</b>

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 25<sup>th</sup> day of September 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