

RESOLUTION NO. 609

A RESOLUTION AMENDING RULE V, SECTION 8, RULE XII, SECTION 3, RULE XII, SECTION 5, AND RULE XXII OF RESOLUTION NO. 128 ENTITLED "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF SAN ANSELMO, MARIN COUNTY, CALIFORNIA, APPROVING AND ADOPTING RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE CIVIL SERVICE SYSTEM OF SAID TOWN."

WHEREAS, heretofore the City Council of the Town of San Anselmo has given to the Civil Service Board of Review proposed amendments to Resolution 128 covering civil service rules and regulations, and

WHEREAS, the Board of Review has held two public meetings at the City Hall, Town of San Anselmo, the first on April 28, 1953, and the second on May 11, 1953, which public meetings were concerned with a lengthy study of the proposed amendments and hearing arguments for and against the amendments, and

WHEREAS, the matter having been fully submitted and the Board of Review being fully advised in the premises, submitted to the City Council on the 25th day of May, 1953, its findings and recommendations.

NOW, THEREFORE, BE IT RESOLVED: That the facts stated in the premises hereof are true, and good cause appearing therefor for the best interests and welfare of the employees under the clarified civil service system of the Town of San Anselmo, and for the best interests and welfare of the citizens of said town, it is

RESOLVED: That rule V, Section 8, be amended to read as follows:

Section 8. Parts, Weights and General Average.
All examinations shall embrace certain parts to which weights shall be assigned, the weight given to each part to represent its relative value in ascertaining the fitness of the applicant. Each part of the examination shall be graded independently; this grade shall be multiplied by the weight assigned to such part; the sum of the resulting products shall be divided by the total weights of all the parts of the examination, and the resulting quotient shall be the general average which shall be used in

determining the order in which the name of the applicant shall appear on the eligible list, provided, however, that any applicant who is a veteran as defined by State law and has received an honorable discharge from any of the Armed Services of the United States of America shall be credited with five (5) additional points on the final grade as hereinabove computed. Passing grade of 70% shall be required in each part of the examination. An applicant who has failed to receive a passing grade of 70% in any part of the examination shall be excluded from further examination and shall be considered as having failed in the entire examination. No resolution or notice calling for any examination shall contain an assigned weight, in excess of 25%, of the total weights of all parts thereof, for the oral part of such examination.

BE IT FURTHER RESOLVED: that Rule XII, Section 3, be amended to read as follows:

Section 2. Except when otherwise provided by resolution of the City Council or by law, each employee of the city shall be granted an annual vacation leave of absence with pay, the total number of days of such annual vacation leave of absence to be determined as follows: 1-1/4 days of such leave of absence for each month of employment following the expiration of probationary period with a maximum of eleven working (11) days in any one calendar year during the first fourteen years of continuous employment, thereafter, one additional day of annual vacation leave of absence with pay shall be granted such employee for each additional year of continuous employments, with a maximum of sixteen working (16) days, provided, however, that when any employee of the city shall be prevented, by duties, from taking regular weekly days off, such days worked shall be credited to such employee and in the discretion of the department heads may be taken separately or with vacation leave. For the purpose of computing any such Annual Vacation leave of absence, a calendar week shall constitute five (5) working days.

BE IT FURTHER RESOLVED: That Rule XII, Section 5, be amended to read as follows:

Section 5. Sick leave with pay. Sick leave is defined to mean the absence from duty of any employee because of personal sickness or injury. After one full year of employment, one day sick leave with pay shall accrue to the benefit of such employee each month. Each employee may accumulate a total of not to exceed sixty (60) days sick leave with pay, except as herein-after provided, which may be used only while employment with the city continues. Sick leave benefits shall be retroactive for all employees of the Town of San Anselmo now employed so that each such employee's sick leave with pay shall be computed from the date on which the first year of employment with the city was completed at the rate of one day of sick leave with pay for each month of employments to the maximum of sixty (60) days, provided that the sick leave heretofore granted to any employee within the last five (5) years shall be deducted from any accumulated sick leave granted hereby, provided, however, that whenever any employee shall suffer personal illness from service connected causes or incur injury in the line of duty to the extent and duration of being unfit for return to duty or employments at the termination of such employee's sick leave with pay, as hereinabove defined and computed, then such employee shall continue to receive full sick leave with pay until declared fit to return to service duty or employment, or until the City Council shall determine that

such service connected illness or personal injury is of such character and nature as to permanently disable such employee to the extent that further service duty or employment with the Town of San Anselmo is impossible. In order to receive sick leave benefits with pay, a Doctor's certificate substantiating the employees sickness or personal injury must be filed with the Personnel Clerk for any absence for such cause of more than five (5) days consecutive absence from employment. No such doctor's certificate shall be required for any absence for such cause of less than five (5) days. No such sick leave with pay shall accrue to any employee during periods of absence or leave. The City Council shall immediately terminate and revoke any sick leave with pay upon determining that the employee on such sick leave is, in fact, not sick or incapacitated from performing his or her duties, or that while on such sick leave such employee has engaged in private work or employment.

DATED: This 25th Day of August, 1953

By Order of the Council of the City of San Anselmo.

Anita Gannon
Clerk of the City of San Anselmo

The foregoing resolution was duly passed and adopted by the Council of the City of San Anselmo at a regular meeting of the said Council held on the 25th day of August, 1953 by the following vote:

AYES: COUNCILMEN Hannigan, Smith, Sloner, Wodlewski, Cudworth

NOES: COUNCILMEN none

ABSENT: COUNCILMEN none

Frank R. Casworth
Mayor of the City of San Anselmo

ATTEST:

Anita Gannon
Clerk of the City of San Anselmo