

RESOLUTION NO. 3661

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING SALARIES AND BENEFITS FOR MEMBERS OF THE
MANAGEMENT EMPLOYEE GROUP FOR FISCAL YEAR 2003-2004**

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 Administrator

Department Managers

Police Chief

Public Works Director

Planning Director

Finance and Administrative Services Director

Librarian

Recreation Director

Parks Director

Community Resources Director

Mid-Managers

Police Commander (2)

Building Official

Streets Superintendent

Deputy Town Clerk

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

Effective July 1, 2003, monthly management salaries are as follows:

Town Administrator	\$9,488
Police Chief	\$9,056
Public Works Director	\$8,712
Planning Director	\$8,458

Finance and Administrative Services Director	\$8,024
Librarian	\$7,339
Recreation Director	\$6,704 **
Parks Director	\$6,624
Community Resources Director	\$5,409
Police Commander (2)	\$7,964
Building Official	\$6,546
Streets Superintendent	\$6,247
Deputy Town Clerk/Asst to Town Admin	\$5,361**

** indicates no change

Section 2. Salary Adjustments

The Town Council will review management employee performance evaluations conducted annually by the Town Administrator, or by the employee's direct supervisor with review by the Town Administrator. 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, the follow 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), Planning Director – fifteen (15). When these positions are 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 Administrator and Public Works Director are granted a monthly car allowance of \$350, and the Building Official a monthly car allowance of \$100. The Police Chief and Police Commanders 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. 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 Superintendent and the Parks Director may be called back to work for emergency purposes. For such specified callout work, they 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

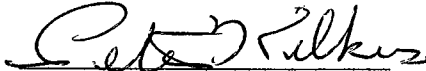
Unless herein specified otherwise, management employees are entitled to the employee benefits outlined in the San Anselmo Police Officers Association Memorandum of Understanding (for the Police Chief and Police Commanders) and in the Marin Association of Public Employees Memorandum of Understanding (for all other management employees).

AYES: Breen, Chignell, Kilkus, Kroot and Thornton

NOES: (None)


ABSENT: (None)

ABSTAIN: (None)


Peter Kilkus, Mayor

Date: 10/28/03

ATTEST:


Debra Stutsman, Town Clerk