



AGENDA ITEM SUMMARY

MEETING DATE: December 2, 2025

ITEM TITLE: Amendment to Town Manager's Employment Agreement to clarify vacation accrual

ITEM SUMMARY:

A clarification of the Town Manager's employee agreement is requested to make clear the rate at which vacation time is accrued.

Section 8. Other Benefits –

Current Language

B. The Employee shall accrue vacation leave at the rate and in the amount available to an employee of the Town having five years' experience with the Town. Employee shall receive personal leave and emergency leave as provided by Employer's personnel rules and regulations and as applicable to all other employees of the Employer. At the time of termination Employee shall have the right to liquidate accrued leave as provided by Employer's personnel rules and regulations, at his then current rate of pay.

New Language requested

B. The Employee shall accrue vacation leave at the rate and in the amount available to an employee of the Town based on that employee's years of service to the Town except that, upon hiring, Employee shall be deemed to have five years' experience with the Town for purposes of calculating the rate of Employee's vacation accrual. For each successive year of Employee's service with the Employee shall be deemed to have an additional year of service. For example, after Employee's first year of service to the Town, Employee shall accrue vacation leave as if he had 6 years' service with the Town. Employee shall receive personal leave and emergency leave as provided by Employer's personnel rules and regulations and as applicable to all other employees of Employer. At the time of termination Employee shall have the right to liquidate accrued annual leave as provided by Employer's personnel rules and regulations, at his then current rate of pay.

Attachments: 2nd Amendment to Employee Agreement