



## SECTION 11 - AUTOMOBILE ALLOWANCE

Employee agrees to use his personal automobile in performing the duties of Manager of the Town of Matthews, and Employer agrees to pay to Employee the sum of \$350.00 each month to cover the cost of this automobile within the Centralia Council of Governments (COG) area. Use of the Employee's personal vehicle outside of the COG area shall be reimbursed at the normal Town rate.

## SECTION 12 - VACATION AND SICK LEAVE

Employee shall accrue fifteen (15) days of annual vacation leave in the same manner as other employees. Annual leave may be carried over to the following year in the same fashion as other employees. Additional vacation leave may be accrued as years of service allow and Town Personnel Policy permits. Employee shall accrue, and have credited to his personal account, vacation leave, holidays and sick leave in the same manner as other department heads of Employer.

Employer agrees to credit Employee with three hundred, ninety-nine (399) hours of sick leave (accumulated with the City of Whiteville) to be used only in accord with the Town of Matthews Personnel Policy or in connection with retirement benefits and for no other purpose.

## SECTION 13 - HEALTH, DENTAL, LIFE, AND OTHER INSURANCE

Employer agrees to put into force and to make required premium payments for Employee and Employee's dependants insurance policies the same as extended to all department heads of the Town of Matthews.

## SECTION 14 - CIVIC CLUB MEMBERSHIP

Employer recognizes the desirability of representation in and before local civic and other organizations. Employer agrees to pay the Employee's dues to one civic organization within the Matthews community, agreed upon between the Employer and the Employee.

## SECTION 15 - RETIREMENT

Employer agrees to put into force and to make required payments for Employee for retirement benefits the same as extended to all department heads of the Town of Matthews.

## SECTION 16 - DUES AND SUBSCRIPTIONS

Employer agrees to budget and to pay for the professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Employer.