



## STAFF REPORT

DATE: February 20, 2018  
CONSENT #7

**AGENDA ITEM:** Step Increase, Planning Director  
**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

Per the city's Compensation Policy, "A probationary employee may advance to the next pay step after satisfactorily completing six months of employment which meets performance expectations, subject to approval of the City Council... Determination of satisfactory performance must be recommended by the immediate supervisor on forms prescribed by the City Administrator."

Emily Becker was appointed Planning Director effective August 21, 2017. Her probationary period will end February 21, 2018. On February 7<sup>th</sup>, a probationary performance review was completed, discussed by the employee and City Administrator. The discussion included a review of performance as it relates to the Planning Director essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for Director Becker?

### **PROPOSAL:**

I am recommending Director Planning receive one step increase effective February 21, 2018. She was hired at the grade minimum and would move to step 2 in the non-represented pay plan. Step two is a biweekly pay rate of \$3,092.80.

### **FISCAL IMPACT:**

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2018 budget.

### **RECOMMENDATION:**

If removed from the consent agenda:

*"Motion to approve a step increase to \$3,092.80 bi weekly for Director Becker effective February 21, 2018."*

### **ATTACHMENTS:**

- None