



## STAFF REPORT

DATE: December 17, 2019  
**CONSENT**

**AGENDA ITEM:** Step Increase, Deputy City Clerk  
**SUBMITTED BY:** Julie Johnson, City Clerk

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### **BACKGROUND:**

Alex Saxe started employment with the City on June 16<sup>th</sup>, 2019. On December 12, a probationary performance review was completed, discussed by the employee and City Clerk. The discussion included a review of performance as it relates to the Deputy Clerk essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for Alex Saxe?

### **PROPOSAL:**

I am recommending Alex Saxe receive one step increase effective December 17, 2019. He was previously at Step 1 which is paid \$21.35/hour. Step 2 is a pay rate of \$22.07/hour.

### **FISCAL IMPACT:**

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2020 budget.

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to approve a step increase to \$22.07 per hour for Alex Saxe effective December 17, 2019.”***

### **ATTACHMENTS:**

- None