



## STAFF REPORT

DATE: December 3, 2019  
**CONSENT**

**AGENDA ITEM:** Step Increase, Permit Technician  
**SUBMITTED BY:** Kevin Murphy, Building Official

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### **BACKGROUND:**

Tanya Nuss transferred roles from Deputy Clerk to Permit Technician effective May 6, 2019. On November 4th, a probationary performance review was completed, discussed by the employee and Building Official. The discussion included a review of performance as it relates to the Permit Technician essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for Tanya Nuss?

### **PROPOSAL:**

I am recommending Tanya Nuss receive one step increase effective November 5, 2019. She was previously at Step 4 which is paid \$23.49/hour. Step 5 is a pay rate of \$24.20/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 \$24.20 per hour for Tanya Nuss effective November 5, 2019.”*

### **ATTACHMENTS:**

- None