



STAFF REPORT

DATE: March 4, 2020

CONSENT

AGENDA ITEM: Step Increase, Building Inspector San Nicolas
SUBMITTED BY: Kristina Handt, City Administrator

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."

Jaime San Nicolas was hired as a building inspector effective September 3, 2019. His probationary period will end March 3, 2020. A probationary performance review was completed, discussed by the employee and Building Official Murphy. The discussion included a review of performance as it relates to the building inspector essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for San Nicolas?

PROPOSAL:

I am recommending San Nicolas receive one step increase effective March 3, 2020. He was hired at step 1 and would move to step 2 in the non-represented pay plan. Step 2 is an hourly pay rate of \$29.46.

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 \$29.46/hour for Jaime San Nicolas effective March 3, 2020."

ATTACHMENTS:

- None