



STAFF REPORT

DATE: March 4, 2020

CONSENT

AGENDA ITEM: Step Increase, Assistant Administrator

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."

Jake Dickson was hired as assistant administrator effective September 3, 2019. His probationary period will end March 3, 2020. A probationary performance review was completed and discussed by the employee and I on February 26, 2020. The discussion included a review of performance as it relates to the assistant administrator essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Dickson?

PROPOSAL:

I am recommending Dickson 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 a bi-weekly pay rate of \$2,356.80.

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 \$ 2,356.80 biweekly for Jake Dickson effective March 3, 2020."

ATTACHMENTS:

- None