



STAFF REPORT

DATE: February 16, 2021
CONSENT

AGENDA ITEM: Step Increase, Accountant
SUBMITTED BY: Jake Dickson, Assistant 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."

Michael Kuehn was hired as Accountant effective August 10, 2020. His probationary period ended February, 10. A probationary performance review was completed and discussed by the employee, the Finance Director, and myself on February 10, 2021. The discussion included a review of performance as it relates to the utility billing clerk essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Kuehn?

PROPOSAL:

Staff recommends Kuehn receive one step increase effective February 10, 2021. He was hired at Step 5 and will advance to Step 6 in the non-represented pay plan. Step 6 carries an hourly rate of \$29.88/hour.

FISCAL IMPACT:

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2021 budget.

RECOMMENDATION:

If removed from the consent agenda:

"Motion to approve a step increase to \$29.88/hour for Michael Kuehn effective February 10, 2021."

ATTACHMENTS:

- None