



STAFF REPORT

DATE: March 16, 2021

CONSENT

AGENDA ITEM: Step Increase, Fire Chief Dustin Kalis

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."

Dustin Kalis was hired as a fire chief effective September 21, 2020. His probationary period will end March 21, 2021. A probationary performance review was completed, discussed by the employee and city administrator. The discussion included a review of performance as it relates to the fire chief essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Kalis?

PROPOSAL:

I am recommending Kalis receive one step increase effective March 21, 2021. He was hired at step 7 and would move to step 8 in the non-represented pay plan. Step 8 is a biweekly pay rate of \$3,992.80.

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 \$3,992.80 biweekly for Dustin Kalis effective March 21, 2021."

ATTACHMENTS:

- None