



## STAFF REPORT

DATE: April 6, 2021  
CONSENT

**AGENDA ITEM:** Step Increase, Deputy Clerk  
**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."

Rebecca McGuire was hired as Deputy Clerk effective October 7, 2020. Her probationary period will end April 7, 2021. A probationary performance review was completed and discussed by the employee and City Clerk. The discussion included a review of performance as it relates to the Deputy Clerk essential functions and sets out goals for the next review period.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve a step increase for McGuire?

### **PROPOSAL:**

We are recommending McGuire receive one step increase effective April 7, 2021. She was hired at step 3 and would move to step 4 in the non-represented pay plan. Step 4 is an hourly rate of \$24.73.

### **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 for Rebecca McGuire to \$24.73 effective April 7, 2021."***

### **ATTACHMENTS:**

- None