



## STAFF REPORT

DATE: September 21, 2021  
**CONSENT**

**AGENDA ITEM:** Step Increase, Utility Billing Clerk  
**SUBMITTED BY:** Jake Dickson, Assistant City Administrator

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### **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."

Tanya Batchelor was hired as Utility Billing Clerk effective March 22, 2021. Her probationary period will end September 22, 2020. A probationary performance review was completed and discussed by the employee and Finance Director. 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 Tanya Batchelor?

### **PROPOSAL:**

We are recommending McGuire receive one step increase effective September 22, 2021. She was hired at step 5 and would move to step 6 in the non-represented pay plan. Step 4 is an hourly rate of \$26.22.

### **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 Tanya Batchelor to \$26.22 per hour effective September 22, 2021."***

### **ATTACHMENTS:**

- None