



STAFF REPORT

DATE: September 20, 2022
CONSENT

AGENDA ITEM: Step Increase, Firefighter Talcott
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."

Brian Talcott was promoted to full time firefighter effective March 21, 2022. His probationary period will end September 21, 2022. A probationary performance review was completed, discussed by the employee and his supervisor and reviewed by the city administrator. The discussion included a review of performance as it relates to the fire fighter essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Talcott?

PROPOSAL:

I am recommending Talcott receive one step increase effective September 21, 2022. He was hired at the minimum and would move to step 2 in the non-represented pay plan. Step 2 is an hourly rate of \$25.55.

FISCAL IMPACT:

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2022 budget.

RECOMMENDATION:

If removed from the consent agenda:

"Motion to approve a step increase to \$25.55/hour for Brian Talcott effective September 21, 2022."

ATTACHMENTS:

- None