



STAFF REPORT

DATE: October 18, 2022

CONSENT

AGENDA ITEM: Step Increase, Assistant Public Works Director

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."

Adam Swanepoel was hired as assistant public works director effective April 28, 2022. His probationary period will end October 28, 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 city planner essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Swanepoel?

PROPOSAL:

I am recommending Swanepoel receive one step increase effective October 28, 2022. He was hired at step 2 and would move to step 3 in the non-represented pay plan. Step 3 is biweekly rate of \$3,120.80.

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 \$3,120.80 biweekly for Adam Swanepoel effective October 28, 2022."

ATTACHMENTS:

- None