



MAYOR & COUNCIL COMMUNICATION

DATE: October 4, 2016

CONSENT

ITEM # 12

AGENDA ITEM: Approve City Planner Pay Increase

SUBMITTED BY: City Clerk

THROUGH: City Clerk

REVIEWED BY: City Clerk, City Administrator

FISCAL IMPACT: \$.66 per hour increase to an hourly rate of \$27.10.

SUMMARY AND ACTION REQUESTED: City Planner Emily Becker has completed her six month orientation period and has received a satisfactory performance review. Emily was hired at the bottom of the advertised range in February with the agreement that she would receive a 2.5% increase upon completion of the orientation period and a satisfactory performance review. Staff is requesting Council approval of the increase, retroactive to her six month anniversary date of 8-29-16.

RECOMMENDATION:

If removed from the Consent Agenda, staff recommends the following:

“Motion to approve the City Planner pay increase as recommended by staff.”

THE CITY OF
LAKE ELMO

February 17, 2016

Emily Becker

Dear Emily:

I am pleased to confirm the City's employment offer to you for the position of City Planner with the City of Lake Elmo, pending receipt and acceptance by the City of a background and driving record check. This position is classified as full-time, non-exempt, with a general work schedule of eight hours per day/40 hours per week, plus meetings as needed. Your starting salary will be \$55,000 and your first day of work will be February 29, 2016. You will be eligible for a 2.5% salary increase upon completion of a six month probationary period and a satisfactory performance review. Per our standard procedure, this offer letter is not intended nor should it be considered as an employment contract for a definite or indefinite period of time. I have enclosed a copy of the City Planner job description that outlines the duties of your position.

As a full time employee you will accrue paid time off as outlined in the Personnel Policy and Employee Handbook. A printed copy will be available for you on your first day of work. You will be eligible for medical, dental and other insurance benefits as outlined in the Employee Handbook on the first of the month following completion of 30 days of employment.

Please do not hesitate to call or email if you have any questions prior to your start date. We are very happy you will be joining our staff and look forward to working with you!

Sincerely,



Julie Johnson
City Clerk
651-747-3914 direct
jjohnson@lakeelmo.org