



STAFF REPORT

DATE: March 20, 2018
CONSENT #15

AGENDA ITEM: Step Increase, City Planner
SUBMITTED BY: Emily Becker, Planning Director

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."

Ben Prchal was hired as City Planner effective September 20, 2017. His probationary period will end March 20, 2018. On March 14, 2018, a probationary performance review was completed, discussed by the employee and Planning Director. 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 Planner Prchal?

PROPOSAL:

I am recommending Planner Prchal receive one step increase effective March 20, 2018. He was hired at the grade minimum (\$26.46/hr.) and would move to step 2 in the non-represented pay plan. Step two is an hourly rate of \$27.89.

FISCAL IMPACT:

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2018 budget.

RECOMMENDATION:

If removed from the consent agenda:

"Motion to approve a step increase to \$27.89/hr. for Planner Prchal effective March 20, 2018."

ATTACHMENTS:

- None