



Personnel Action Form

City of Long Lake
450 Virginia Avenue
PO Box 606
Long Lake, MN 55356
Phone: (952) 473-6961

Employee Information / Personnel Action

Employee's Name: Noah Mackey Department: Public Works

1. Type of Action: Appointment - ☐ Probationary ☐ Seasonal / Temporary
✓ Personnel Action - ☒ Performance Evaluation ☐ Disciplinary

Status: ☒ Regular Full Time ☐ Regular Part Time ☐ Seasonal Employee

Benefits: ☒ Full - Health, Life, Dental Insurance, etc.
☐ Partial - Prorated Sick / Vacation Leave
☐ None

Exempt From PERA? ☒ No ☐ Yes (if yes, see reverse side)

Other Actions (Not Appointments) -

<u> </u> COLA Increase	<u> </u> Merit Pay	<u> </u> Resignation	<u> </u> Reclassification
<u> </u> Step Increase	<u> </u> Promotion	<u> </u> Retirement	<u>✓</u> Other <u>Extension of</u>
<u> </u> Transfer	<u> </u> Dismissal	<u> </u> Suspension	<u>Probationary Period</u>

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>PW Maintenance Worker I</u>	<u>(Unchanged)</u>
3. Salary Step	<u>No Changes to Salary/Wages - 6-Month Extension of</u>	
4. Wage (or Bonus)	<u>Probationary Period Only, Pending Further Evaluation</u>	

5. Reason for Action Mr. Mackey's continued employment as a PW Maintenance Worker is contingent upon obtaining both a class "D" drinking water treatment license issued by the MN Department of Health, and a "SD" sanitary sewer collections license issued by the MPCA, required within 18 to 24 months of his employment anniversary date. Mr. Mackey took his water treatment license exam on Thursday, 3/6/2025 (results unknown), and has not yet taken a sanitary sewer collections license exam.

6. Effective Date 3/4/2025 (1-Year Anniversary)

7. SIGNATURES

STAFF SIGNATURE

Date

DEPARTMENT HEAD SIGNATURE

Date

CITY ADMINISTRATOR SIGNATURE

Date