



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: Don Laakkonen 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) -

COLA Increase Merit Pay Resignation Reclassification
 Step Increase Promotion Retirement Other _____
 Transfer Dismissal Suspension _____

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>Maintenance Worker II</u>	<u>Maintenance Worker Lead</u>
3. Salary Step	<u>8</u>	<u>8</u>
4. Wage (or Bonus)	<u>\$36.17</u>	<u>Salaried \$82,000</u>
5. Reason for Action	<u>Promotion to Maintenance Worker Lead position</u>	

6. Effective Date February 6, 2024

7. SIGNATURES


STAFF SIGNATURE

1-31-2024
Date


DEPARTMENT HEAD SIGNATURE

1-31-2024
Date


CITY ADMINISTRATOR SIGNATURE

1-31-2024
Date