



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: Matt Fahrman 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	<input checked="" type="checkbox"/> Other <u>6 month probation</u>
<u> </u> Transfer	<u> </u> Dismissal	<u> </u> Suspension	<u>extension to complete water and sewer testing</u>

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>MW I</u>	<u>MW I</u>
3. Salary Step	<u>N/A</u>	<u>N/A</u>
4. Wage (or Bonus)	<u>N/A</u>	<u>N/A</u>
5. Reason for Action	<u>6 month extension of probationary status to complete water and sewer testing.</u> <u>As required for the position.</u>	
6. Effective Date	<u>July 17, 2025</u>	

7. SIGNATURES


STAFF SIGNATURE

8-13-05
Date


DEPARTMENT HEAD SIGNATURE

8-13-05
Date


CITY ADMINISTRATOR SIGNATURE

8-13-05
Date