



Personnel Action Form

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

City Hall Phone / 952-473-6961

COMPLETED FORM TO BE SIGNED BY THE EMPLOYEE,
DEPARTMENT HEAD, AND CITY ADMINISTRATOR

Provide a copy of this fully signed Personnel Action Form to the
employee, and place the original in the employee's personnel file.

Employee Information

Employee's Name Julie Bjorklund Department Administration

Position Title Administrative Assistant Supervisor City Clerk

Employee Status - ☒ Regular Full-Time ☐ Regular Part-Time ☐ Seasonal / Temporary

Personnel Action

Please check all that apply and complete applicable form fields below.

Personnel Action - ☐ New Employee ☐ Probationary Status ☐ Probation Extension
☒ Performance Review
☒ Salary Step Increase: Current Step/Wage - Step 1 - \$23.77 / Hour
New Step/Wage - Step 2 - \$24.33 / Hour
☐ Promotion: New Position Title - _____
☐ Disciplinary ☐ Suspension ☐ Dismissal / Termination
☐ Resignation ☐ Retirement
☐ Other _____

Employee's Hire / Anniversary Date - Start Date: 4/13/2026 Effective Date - 10/13/2026

Additional Comments / Reason for Action

In her first six months of employment, Julie has displayed a positive attitude while learning on the job. She's proven herself to be reliable, enthusiastic, and supportive of her fellow City Hall and Public Works staff. She's been diligent in checking Public Works' correspondence and has consistently communicated messages or requests that need follow up. She's been friendly, welcoming, and patient in her interactions with front desk walk-in traffic. We expect Julie will continue to improve as her confidence grows both in the duties of her position, and in her place as an important member of our team.

Signatures

Employee Signature Julie Bjorklund

Date 10/13/26

Supervisor Signature Mallory

Date 10/13/24

City Administrator Signature [Signature]

Date 10/12/26