



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: Mike Heiland Department: Fire

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>Fire Chief</u>	<u>Fire Chief</u>
3. Salary Step	<u>7</u>	<u>8</u>
4. Wage (or Bonus)	<u>\$110,403.13</u>	<u>\$112,656.25</u>
5. Reason for Action	<u>Annual performance review. Satisfactory</u>	
6. Effective Date	<u>03/27/2024</u>	

7. SIGNATURES

STAFF SIGNATURE

3.18.24
Date

DEPARTMENT HEAD SIGNATURE

CITY ADMINISTRATOR SIGNATURE

Date
3-18-24
Date