



# 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: Amanda Nowezki Department: Finance

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>Finance/Utility Billing Officer</u>	<u>Finance Director</u>
3. Salary Step	<u>Step 6 (December 2023)</u>	<u>Step 8</u>
4. Wage (or Bonus)	<u>\$63,460</u>	<u>\$74,500</u>
5. Reason for Action	<u>Staff continues to be very pleased with Ms. Nowezki's excellent performance and finds that she has earned a promotion and has demonstrated the ability to do all the duties required as the Finance Director.</u>	
6. Effective Date	<u>10/18/2023</u>	

## 7. SIGNATURES

STAFF SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

CITY ADMINISTRATOR SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_