



## 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 Decker 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
<input checked="" type="checkbox"/> Step Increase	<u>      </u> Promotion	<u>      </u> Retirement	<u>      </u> Other <u>                    </u>
<u>      </u> Transfer	<u>      </u> Dismissal	<u>      </u> Suspension	<u>                                </u>

	PRESENT STATUS	PROPOSED STATUS
2. Position Classification (Title)	<u>Maintenane Worker I</u>	<u>Maintenance Worker I</u>
3. Salary Step	<u>Step 1</u>	<u>Step 2</u>
4. Wage (or Bonus)	<u>\$27.34/hr</u>	<u>\$28.81/hr</u>
5. Reason for Action	<u>Six-month probationary review. Received, and completed CDL training during this review period.</u> <u>Obtained Class B CDL license on 8/1/2024. Continues to develop on M.W. I skills.</u> <u>Make sure to listen to direction accurately. Further water and sewer training will occur during next review period.</u>	
6. Effective Date	<u>December 19, 2024</u>	

### 7. SIGNATURES

Michael Decker  
STAFF SIGNATURE

12-11-2024  
Date

Sam E. Decker  
DEPARTMENT HEAD SIGNATURE

12-11-2024  
Date

[Signature]  
CITY ADMINISTRATOR SIGNATURE

12-11-24  
Date