



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: Noah Mackey 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>Probationary MWI</u>	<u>Probationary MW I</u>
3. Salary Step	<u>Step 1: \$27.34/hr</u>	<u>Step 2: \$27.97/hr</u>
4. Wage (or Bonus)	<u>N/A</u>	<u>N/A</u>
5. Reason for Action	<u>Satisfactory six month probationary status performance review</u> <u>of Maintenance Worker I position.</u>	
6. Effective Date	<u>9/4/2024</u>	

7. SIGNATURES

Noah Mackey
STAFF SIGNATURE

[Signature]
DEPARTMENT HEAD SIGNATURE

[Signature]
CITY ADMINISTRATOR SIGNATURE

8/27/24
Date

8-27-24
Date

8-27-24
Date