



# 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: Michael 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>Step 6</u>  | <u>Step 7</u>     |
| 4. Wage (or Bonus)                 | <u>\$105,000</u>   | <u>\$107,184</u>  |
| 5. Reason for Action               | <u>Completion of his six month probationary period with a satisfactory evaluation.</u> |                   |
| 6. Effective Date                  | <u>9-27-23</u>   |                   |

## 7. SIGNATURES

STAFF SIGNATURE

9/27/23  
Date

DEPARTMENT HEAD SIGNATURE  
  
CITY ADMINISTRATOR SIGNATURE

Date  
9/27/23  
Date