



## 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: Matt Fahrman 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>P.W. Maintenance Worker I</u>	<u>P.W. 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>Successful 6-month probationary review. Continues to learn and develop on M.W. I skills.</u> <u>Takes pride in his work. Good to start, and work through most projects with minimal supervision.</u> <u>Good to ask questions when unsure. Very good to communication with supervision. Water and sewer training during next review period</u>	
6. Effective Date	<u>January 17, 2025</u>	

### 7. SIGNATURES

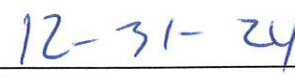
  
STAFF SIGNATURE

  
Date

  
DEPARTMENT HEAD SIGNATURE

  
Date

  
CITY ADMINISTRATOR SIGNATURE

  
Date