



Personnel Action Form

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

City Hall Phone / 952-473-6961

COMPLETED FORM TO BE SIGNED BY THE EMPLOYEE,
DEPARTMENT HEAD, AND CITY ADMINISTRATOR

Provide a copy of this fully signed Personnel Action Form to the employee, and place the original in the employee's personnel file.

Employee Information

Employee's Name Jason Kieper Department Public Works
Position Title Public Works Maintenance Worker I Supervisor Sean Diercks
Employee Status - ☒ Regular Full-Time ☐ Regular Part-Time ☐ Seasonal / Temporary

Personnel Action

Please check all that apply and complete applicable form fields below.

Personnel Action - ☐ New Employee ☒ Probationary Status ☐ Probation Extension
☒ Performance Review
☒ Salary Step Increase: Current Step/Wage - \$31.56
New Step/Wage - \$32.24
☐ Promotion: New Position Title - _____
☐ Disciplinary ☐ Suspension ☐ Dismissal / Termination
☐ Resignation ☐ Retirement
☐ Other _____

Employee's Hire / Anniversary Date - 01/26/26 Effective Date - 07/26/26

Additional Comments / Reason for Action

Over the last six months, Jason has proven to be an invaluable asset to the City of Long Lake. He stepped into his role with great initiative, quickly learning the complexities and responsibilities of the position. Jason consistently demonstrates that he is a dedicated, hard worker who takes pride in his duties and supports the team effectively.

Based on his strong performance, rapid adaptation, and excellent work ethic, I highly recommend the Jason receive a salary step increase at this time. As with all new Maintenance Worker I employees, his probationary status will continue through his one-year anniversary to allow the necessary time to test for both his water and sewer licensure.

Signatures

Employee Signature [Signature] Date 7-15-26
Supervisor Signature [Signature] Date 7-15-26
City Administrator Signature [Signature] Date 7-15-26