



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 2</u>	<u>Step 3</u>
4. Wage (or Bonus)	<u>\$28.81/hr</u>	<u>\$29.47/hr</u>
5. Reason for Action	<u>Successful 1-year probationary review. Continues to learn and grow within the position.</u> <u>Good to start, and work through most projects with minimal supervision. Takes ownership in work. Learning every day.</u> <u>Good to ask questions when unsure. Very good to communication with supervision. Water and sewer testing in next 3 months.</u>	
6. Effective Date	<u>July 17, 2025</u>	

7. SIGNATURES


STAFF SIGNATURE

7/10/2025
Date


DEPARTMENT HEAD SIGNATURE

7-10-2025
Date


CITY ADMINISTRATOR SIGNATURE

7-10-2025
Date