



AGENDA ITEM #8.2

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: September 6, 2016

Subject: Completion of Office Manager's Probationary Period

Report: Jen Anderson began working for the City of Pequot Lakes on March 14, 2016. Jen was placed on a six-month probationary period for her position as Office Manager in the Police Department. To date, she has successfully completed the probationary period which will officially end on September 14, 2016. Per the February 29th City Council motion when Jen was hired, we are recommending that effective September 14, 2016, Jen Anderson move to step 4 on the City's pay structure.

Council Action Requested: Council motion authorizing a pay increase for Jen Anderson effective September 14, 2016, moving from step 3 to step 4 of the City's pay structure.