



Watertown City Council
Work Session
August 24, 2021
5:30 pm

Mayor Steve Washburn
Lindsay Guetzkow
Adam Pawelk
Michael Walters
Dan Schuette

1. Call To Order And Roll Call
2. New Business
 - 2.I. Step System Administration Discussion
 - 2.I.1. Evaluation System For High Achieving Organization

Documents:

WORKSESSION MEMO EVALUTION SYSTEM FOR HIGH ACHIEVING
ORGANIZATION.PDF

3. Adjournment

309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388



To: Honorable Mayor & City Council
From: Jeff O'Neill, Interim City Administrator
Date: August 21, 2021
Re: Administration of step pay system for a high achieving organization.

At the work session on Tuesday, I will be presenting lessons I have learned through the administration of pay systems that feature employee opportunity to earn a step increase on an annual basis. This is a very rough outline of elements that I will touch during the presentation.

- Establishment of shared aspirations Citizen and City Council and staff.
 - Mission and strategic objectives
 - Specific goal setting identifying priorities and specific projects to undertake
 - Disciplined Annual Accounting and Adjustment/feedback cycle
 - Reset goals after every election.
- Techniques for applying step pay system as an important tool supporting achievement of shared goals aspirations.
 - Council objectives and desired outcomes provided to City Admin and Staff
 - Evaluation forms and feedback mechanism integrates City Council goals.
 - Annual evaluations and feedback on goal achieve an important element of staff evaluations – step award hinging on performance. No pass throughs
 - Importance of maintaining pay scale that is at par with market
- In sum, I hope to describe how the step system when applied properly can serve to support achievement of shared goals and contribute to development of trust and mutual respect throughout the organization.