



*451 Meek Street: Greenfield, Indiana 46140
www.greenfieldin.org
Phone 317-477-4350*

December 7, 2023

Mr. Bryce Kirstein
Greenfield, IN 46140

Re: Recommend Approval of Full-Time Hire

Mayor and Board Members,

The Water Utility has an opening for a Distribution Operator position. In July as the result of our hiring process, we extended an offer of employment to Mr. Bryce Kirstein as a Water Operations Assistant for the probationary period of 90 days. Mr. Kirstein has from day one has shown a professional work ethic and drive to become a professional drinking water operator. On 04 Dec 2023, I and Caleb Osborne conducted our probationary employment review with Mr. Kirstein. As a result of that positive review, we are excited to offer Mr. Kirstein a full-time position with the Utility pending Board of Works Approval today.

I request the Board of Public Works and Safety approve the full-time hire of Bryce Kirstein to Distribution Operator F in accordance with the City of Greenfield Salary Schedule for 2024. If approved the salary change would be effective 23 December 2023.

NAME	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Bryce Kirstein	Operations Assistant / \$20.03	Water Plant Operator F / \$23.07

I welcome any questions the Board may have on this recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", is written over a light blue rectangular background.

Charles Gill
Water Utility Manager

cc: Jane Webb, Utility Coordinator
Mitch Ripley, Human Resources Director
Susan Dillman, Deputy Clerk-Treasurer (payroll)