



12 August 2025

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Completion of Probationary period

Mayor and Board Members,

In March 2025 as the result of our hiring process, we extended an offer of probationary employment to Mr. Luke Laughlin as a Water Distribution Operator F for the probationary period of 90 days. Mr. Laughlin had some experience from his previous employment in general water construction. He has from his first day on the job shown a professional work ethic and drive to become a professional drinking water operator. We are excited to recommend Mr. Laughlin for his full rate of pay in an apprenticeship position with the Utility pending Board of Works Approval today.

I request the Board of Public Works and Safety approve the full rate of pay for Luke Laughlin as a **Water Distribution Operator F** at the new hourly rate of **\$26.47** in accordance with the City of Greenfield Salary Schedule for 2025. If approved the hourly rate change would **be effective 16 August 2025**.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Jane Webb, Utility Coordinator
Lori Elmore, Clerk-Treasurer
Mitch Ripley, Human Resource Director