

To: Mayor McFarland & Members of the Finance Committee
From: Peter Hartz – Water Systems Manager

08/21/2024

Re: Water System agenda items for Finance committee meeting 08/26/2024

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and approve – 2 step adjustment for wastewater employee

Background: Following the guidance listed in the City of Watertown Employee Handbook of Policy and Procedures, Section IV. Employment Compensation, Section G. Additional Job Compensation, is the following: Certifications, Non-exempt employees who complete professional certifications and/or licensing related to their job description will be eligible for a step placement review to be recommended by the Department Head to be determined by the Mayor and Finance Committee.

Jake Nehls of the wastewater team has met the above requirement for two additional steps in the pay plan based on obtaining the wastewater general and collections systems certifications offered by the Wisconsin Department of Natural Resources.

Budget Goal: Supports employee retention and growth and works to address critical staffing areas.

Financial impact: The 2024 budget accounted for these steps when approved in the budget cycle, so there is no negative impact.

Recommendation: I recommend approval for Jake Nehls to move from Grade H Step 2 (\$24.50/hr.) to a Grade H Step 4 (\$25.86/hr.). These steps would be retroactive to June 12, 2024, the pay period closest to the test date. Note: review period by DNR is 6 – 8 weeks before results are shared from test date.

Sincerely,

Peter Hartz
Watertown Water Systems