

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

05/01/2025

Re: Water System agenda items for Finance committee meeting 05/12/2025

Dear Mayor Stocks & Committee Members:

Water Systems agenda item:

1. Review and take possible action – Approve 1 step adjustment for water systems 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.

Scott Blasing with the water systems team has met the above requirement for one additional step in the pay plan based on obtaining the drinking water groundwater certification offered by the Wisconsin Department of Natural Resources. Scott also passed the drinking water distribution certification offered by WDNR, but can't advance past step 11 on the pay scale, with this one step adjustment he will be at the grade maximum step.

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

Financial impact: The 2025 budget accounted for these steps when approved in the budget cycle.

Recommendation: I recommend approving Scott Blasing to move from Grade J Step 10 (\$35.45/hr.) to a Grade J Step 11 (\$36.25/hr.). This step would be retroactive to April 30, 2025, the current pay period beginning date.

Sincerely,

Peter Hartz

Watertown Water Systems