

June 5, 2025

Christopher Czernick
922 Center St
Lake Mills, WI 53551
cczernaik@gmail.com

Dear Chris,

We are pleased to offer you the position of Internet Technology Coordinator for the City of Watertown. Our team has agreed that you have the necessary education, experience, and qualifications for this position.

A partial listing of employee benefits for an exempt position will include:

1. The starting 2025 salary wage proposed to the Finance Committee for this position will be Grade M Step 8 for an amount of \$41.10 per hour.
2. The anticipated schedule for this position includes hours from 8:00am to 4:30 pm Monday - Friday. Responsibilities will also include occasional evening meetings and occasional evening and weekend responses for high priority issues.
3. This is a salaried position paid bi-weekly through direct deposit into checking, saving or credit union accounts. You are allowed to have no more than three direct deposit accounts at any one time.
4. A six-month probationary period from the start date is required and will include three- and six-month check-ins.
5. Health insurance coverage is provided through Dean Care. Plan options will be discussed on your first day of employment. Coverage begins effective 1st of the month following your employment.
6. Dental Insurance Coverage is available with Delta Dental. Coverage begins effective 1st of the month following your employment.
7. Vision Insurance is available with Delta Dental. Coverage begins effective 1st of the month following your employment.
8. Basic Life Insurance coverage equal to your annual salary is available at no employee contribution. Additional coverage is available for individuals or spouse & child for purchase. Coverage begins effective 1st of the month following 30 days following your employment.
9. Income Continuation Insurance is available with ETF. Coverage begins effective on the 1st of the month following 30 days following your employment.
10. A Flexible Spending Account Plan is available. Coverage begins effective 1st of the month following 30 days following your employment.
11. AFLAC benefits are available for purchase and include but are not limited to: Accidental Death & Dismemberment (AD&D) Insurance, Voluntary Life/AD&D and Dependent Life/AD&D Insurance, Group Critical Illness, Accident or Hospital Short-term Disability Insurance coverage, and Long-term Disability Insurance coverage for employee only.
12. Employees are required to participate in the Wisconsin Retirement System Retirement Plan at a rate of 6.95% of their annual earnings in 2025 with an equal employer match.
13. Wisconsin Deferred Compensation investment options are available.



14. Tuition Reimbursement Program is available.
15. Vacation is awarded on an annual basis effective January 1. Upon reviewing your applicable full-time experience and verifying your 17.68 years of WRS credible time and private sector time you are eligible for 17 years towards vacation earning placing you in the +16 years of service tier. This equates to 25 days of annual vacation leave. Your time from the date of hire to December 31, 2025, will be prorated and a full amount awarded on January 1, 2026. Full details of the vacation accrual are in the Employee Handbook.
16. This position is eligible for eleven (11) annual paid holidays.
17. Sick Leave is received at a rate of 4 hours per pay period which can be accumulated to 120 days maximum.

This offer is contingent on the successful completion of the FBI criminal background check and Finance Committee approval.

The special skills that you bring to the City of Watertown will help our city continue to grow and prosper. I look forward to receiving your acceptance of this job offer. Please fax or email your written acceptance of this offer to my attention at (920) 261-1555 or lschwartz@watertownwi.gov no later than Monday June 9th.

If I can answer any questions for you concerning this offer, please do not hesitate to contact me at my direct line (920) 262-4058.

Sincerely,

Lisa Schwartz

Lisa Schwartz, PHR
Human Resource Coordinator