

MARSHFIELD TEMPORARY/SEASONAL PAY CLASSIFICATION PLAN GUIDELINES

1. Positions within the Department will be assigned to the first step within that pay level providing they do not have any previous experience in a like position.
2. An employee may receive an annual step increase above the first step for 1 year previous experience in a like position (beginning rate would be step B); a two-step increase for 3 years previous experience in a like position (beginning rate would be step C); a three step increase for 5 years previous experience in a like position (beginning rate would be step D). Previous experience is not restricted to work with the City of Marshfield.
3. Employees who transfer to positions in a higher pay level will be placed at the step which is closest to their current rate without resulting in a decrease in pay. Employees transferring to different position within the same level or in a lower level will generally be placed at step A if they have less than one full season of employment with the department and in Step B if they have one or more full seasons and have demonstrated the ability to adequately perform the duties of the new position.
4. All employees will receive a job evaluation at the end of each season.
 - a. The rates of pay for employees in Levels I, II, III, IV, V will be reviewed after each season for the addition or expiration of any certifications. All returning employees will be eligible for a step increase the following year given they worked a minimum of 60% of the season and received a positive evaluation.
 - b. Park Maintenance, Zoo Attendant, Fairground Facility Maintenance/Supervisor and Casual Temporary Clerical progression through the pay plan will be based on the number of hours worked and have received a positive evaluation.
5. Temporary/Seasonal employees will not be scheduled to work more than 599 hours in a calendar year. Exceptions to this must be approved by the respective Department Head.
6. Employees appointed on a temporary/seasonal basis shall not be eligible for any fringe benefits offered by the city, except for Social Security and Worker's Compensation.
7. Temporary/Seasonal employees will be subject to all rules and regulations of their respective departments and the general rules governing all city employees.
8. No seasonal employee may work overtime unless approved by their supervisor in advance. Overtime is defined as "time over 40 hours in a pay period from midnight Sunday through midnight Saturday."

9. Any requests to pay an employee outside of the salary range described in the Seasonal/Casual resolution detail, must be recommended by the department head and a request will be sent to the Finance, Budget and Personnel Committee and a final decision will be made by the Common Council.

Parks and Recreation Temporary/Seasonal Employees Only

1. Employees working in recreation programs are eligible for a step increase for each current certification held beyond the minimum requirements of the position. Accepted certifications for which an employee will receive a step increase are as follows:
 - a. All employees: First Aid & CPR
 - b. Aquatics: Lifeguard Training, water safety Instructor or Swim America Instructor, Lifeguard Training Instructor, water Safety Instructor Training, and adaptive Aquatics Certificate.
 - c. Officials: WIAA certification in relevant sport or ASA Certification for slow-pitch softball.
 - d. Instructors: N.Y.S.C.A., A.C.E.P. or other recognized certifications through professional associations.

The employee must provide proof of certification through the display of valid certification card. Increases for certification will only be given for those which pertain to the position of hire.

2. Head Lifeguards will be paid a premium of \$.25 more per hour over their current Lifeguard rate.
3. Officials and scorekeepers for adult athletic leagues who work alone will be paid time and a half.