



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Hiring, Promotions, Transfers and Temporary Assignments

POLICY NUMBER: 3.145

PAGES: 5

REVISION DATES: January 27, 2015

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED:

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

All recruitment activities, including advertising, reviewing applications, interviewing, testing, and checking employment references shall be coordinated by Human Resources with input and assistance from the respective hiring Department /Division Head or designee. The Police and Fire Commission is responsible for establishing an eligibility list for entry-level Police Officers and Firefighters, approving department related job appointments, and also for recruiting the Chiefs of Police and Fire. Human resources is responsible for assisting the Police and Fire Commission in their duties.

It is the policy of the City of Marshfield to hire the best-quality and qualified persons for positions who fit the needs and the culture of the City. While external recruiting will occur, the City will seek to develop employees for future promotion when possible. Further, it is the policy of the City of Marshfield to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to age, race, creed or religion, color, disability, marriage, sex, sexual orientation, national

origin, ancestry or political affiliation. The City of Marshfield will provide reasonable accommodation for disabled applicants and employees.

From time to time and in the interests of the City, the City may transfer employees from assignment to assignment, position to position or Department/Division to Department/Division. When employees are temporarily assigned to a higher paid classification than their regular job, such employees shall receive the higher rate of pay for such time while performing these duties. When employees are temporarily assigned to lower paid classifications than their regular job, such employees shall receive their normal rate of pay for such time while performing these duties.

Employees may request to be transferred from one position or Department/Division to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the City. Requests for transfer by an employee must be in writing, must include a resume of qualifications from the employee and the reasons for the transfer, and must be directed to the person in charge of the Department/Division to which they wish to transfer, with notice to their current Department/Division Head of the request.

Notification

The Human Resources office shall be notified immediately when a need to fill a new or existing position is planned or occurs. All job openings must be announced through the Human Resources office to ensure compliance with labor agreement requirements, Personnel Policies, and affirmative action goals.

Advertising

Recruitment will be advertised in the most appropriate places likely to serve qualified candidates for the position. Individuals shall be recruited from, as wide a geographic area as is necessary to secure well-qualified candidates for a position. City Administrator recruitment will be advertised at a minimum throughout the State of Wisconsin, State of Minnesota, State of Illinois, State of Iowa, and beyond as deemed appropriate. Department/division heads, assistant directors and supervisory positions will be at a minimum advertised throughout the State of Wisconsin and greater if appropriate.

Job Announcements

Job announcements shall include the classification title, compensation, sample of duties and responsibilities, deadline and filing procedures and any other pertinent information. Additional information may be requested for some positions. The City may inform employees of available positions through job posting on the City's web page, social media, job posting board outside of Human Resources Office and either email or employee boards where appropriate.

Applications

Employees or applicants seeking employment, transfer, promotion, or assignment may be required to complete the City of Marshfield Application Form which includes a signed document that constitutes the employee's full waiver, release and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release and indemnification form will not be considered for employment, transfer, promotion or assignment. All applications for employment shall be submitted to the Human Resources office. The City of Marshfield accepts applications for current openings only. An applicant or employee who has made a false statement of material facts or who has practiced any deception, fraud, or misconduct in connection with the application may be subject to rejection, discharge or other disciplinary action.

The names of applicants for employment shall not be made public except as requested in accordance with State Statute 19.36 (7).

Each person who files an application will be notified by human resources of the action taken on that application.

Rejection of Applications:

An applicant may be rejected from further consideration for appointment for reasons including, but not limited to, the following:

1. Does not possess the qualifications for the position applied for;
2. Has established an unsatisfactory employment record as evidenced by reference checks of such nature as to demonstrate job-related unsuitability for employment;
3. Has made a false statement of any material fact, or practiced deception in his/her application;
4. Has any disability that would prevent satisfactory performance of the job duties, absent reasonable accommodation on the part of the City;
5. Does not reply to email, mail or telephone inquiry within two (2) working days after receiving;
6. Fails to accept appointment within two (2) working days or to report for duty within the time prescribed in the offer; or
7. Does not properly complete the application.

Applicant Screening and Ranking

Human Resources shall conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position.

Screening and ranking procedures may include, but are not limited to the following:

1. Review of applications to determine compliance with qualifications;
2. Review of prior education, training and/or experience;
3. Personal interview;
4. Performance tests;
5. Reference check of past employers, personal references, criminal background check and driver's license check;
6. Work simulations
7. All post-offer physicals.

Search Committee and Appointment

This section excludes hiring and promotions in police, fire and library governed by the Fire and Police Commission and the Library Board respectively.

City Administrator Search:

The City will use a professional consultant to solicit and help the Search Committee narrow the field of candidates. The Committee shall be appointed by the Common Council. The Committee shall include the Mayor, the Finance, Budget and Personnel Committee Chairperson or his/her designee, the Board of Public Works Chairperson or his/her designee, Human Resources Manager and others such as City staff, outside agency representatives, and community leaders. Names of potential committee members may be suggested by the Human Resources Manager and/or the operating departments for consideration by the Common Council. Common Council members are invited to participate in the process. The Committee's recommendation is subject to approval by the Common Council.

Department/Division Head:

The Search Committee for department/division Heads shall include the Mayor, City Administrator or his/her designee, the Finance, Budget and Personnel Committee Chairperson or his/her designee, the Board of Public Works Chairperson or his/her designee, Human Resources Manager and others such as City staff, outside agency representatives, and community leaders. The Mayor and Common Council are invited to participate in the process. The Committee's recommendation is subject to approval by the Common Council.

Assistant Directors and Supervisors:

The Search Committee for assistant directors and supervisors shall include the City Administrator or his/her designee, department/division head, Human Resources Manager, and others such as City staff, outside agency representatives, and community leaders. The Committee's recommendation is subject to approval by the City Administrator.

All Other General Staff:

Informal Search Committees will be formed per the City Administrator or his/her designee for all other general staffing vacancies. The Committee's recommendation is subject to approval by the City Administrator.

Offers of Employment

The Human Resources Manager will make all offers of employment subject to approval by the City Administrator or his/her designee.

Compensation

Compensation shall be determined per Personnel Policies and payroll resolutions.

Personnel File

The Human Resources Manager shall maintain in his/her office a Personnel file for each employee. Information pertaining to such employee, during the course of his or her employment, shall be forwarded by the Department/Division Head to Human Resources and shall be kept in said file. Such information shall be confidential, and shall be released by Human Resources only under the following instances:

1. On the written authority of the employee;
2. In response to a subpoena issued by a competent court or an attorney at law under the provisions of the Wisconsin law; or
3. For use by Department/Division Heads in reviewing application for employment in other department within the City of Marshfield.