



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

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: New Position Request and Justification Procedure

POLICY NUMBER: 3.180

PAGES: 2

EFFECTIVE DATE: October 1, 1982

REVISION DATE: September 10, 2002

PERMANENT DELETION DATE:

APPROVED BY:

ALL REVISIONS ARE MARKED BY AN ASTERISK(*)

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.

PURPOSE: We need to utilize our current resources to the best advantage, consequently the City's elected officials are responsible for having to decide what the actual personnel needs of the various departments are. These elected officials should have a better foundation for making those decisions than the normal persistent or persuasive appeals of department heads for additional employees.

Additional staffing requests are necessary and appropriate, but should be justified by factual documentation so the policy makers can weigh these requests for additional personnel.

This policy is adopted to ensure a standard procedure that department heads would follow when requesting a new position. This policy also outlines the appropriate support documentation that is required as justification for the new position request.

REQUIRED DOCUMENTATION: Not all of the following will be required, other information may also be necessary depending upon the department and particular type of position being requested.

1. Overtime records for the previous 6 and 18 months.
2. Changes in service delivery creating the demand for increased staff.
3. Changes in operating procedures that are creating the demand for increased staff.
4. Absorbing of an existing position that has been funded by another level of government.
5. Demonstrated work load changes, i.e., measures of total amount of work needed to be accomplished and resultant analysis of current man-hours allocated to the activity.
6. Comparative Data: Numbers of employees in an activity per 1,000 population; number of employees in similar function in comparable communities.
7. What is not being accomplished because of the lack of this position?
8. What will be the effect if the position is not created?
9. What dollar, time or other savings will result if this position is created?
10. What function or service will be eliminated or changed if the position is created or not created?
11. Fiscal impact of creating this position.

PROCEDURE:

1. The department head requesting a new position will secure the approval of the governing committee, Board or Commission where appropriate, to request the creation and funding for the new position.
2. A Personnel requisition form along with supporting documentation must be sent to the City Administrator's Office which will conduct a position needs analysis and provide the Finance, Budget and Personnel Committee with a recommendation.

**PERSONNEL REQUISITION
CITY OF MARSHFIELD**

Position Title	Request Date	Permanent ___ Full-Time or ___ Part-Time
Department		Limited Hour (No Benefits) ___ Full-Time or ___ Part-Time
Normal Work Schedule	Days Off	Total Hours Per Week
Refer Applicants To	Address	Phone
___ New ___ Additional Position	___ Replacement	___ Hourly (Non-exempt) ___ Salaried (Exempt)
___ Budgeted ___ Non-Budgeted	If Replacement, Name of Employee and Date Leaving	Job Grades/Salary Ranges
Date Replacement, New or Additional Person is Needed		

Duties And Responsibilities

Required Qualifications

Department Head
Date Received _____