



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

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|---------------------|-------------------------|
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CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Departmental Transfers/Change of Status

POLICY NUMBER: 3.210

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EFFECTIVE DATE: 1978

REVISION DATE: January 1, 2012

**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.**

**POLICY:**

An employee who transfers from one department/division of the City to another, or changes his/her status within the department/division, retains all vacation and sick leave credit benefits accrued.

When the status of an employee has changed, whether the change is from one department/division to another, or within any department/division, the department/division head concerned shall report such change of status on a Payroll Change Notice. The notice will be placed in the employee's personnel file.

A change of status shall be reported by the department/division head. Following are examples:

- a. Adjustments to salary
- b. Reclassification
- c. New employee
- d. Leave of absence
- e. Permanent termination of employment
- f. Temporary termination of employment
- g. Resignation

**PROCEDURE:**

When a change of status occurs, immediately fill out and forward the "Payroll Change Notice" to the Human Resources Office. This is essential to keep the employees records up-to-date.