



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

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CHAPTER: Separation

SUBJECT: Layoffs/Reinstatement

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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.

I) Reductions in Force

A) Policy: In the event of a reduction in force caused by budget limitations or program changes, lay-offs will be determined by the department/division head primarily on department/division needs, position title, skill needs and past performance.

B) Procedure:

1. Except for emergencies, such as equipment breakdown, and natural disasters a regular employee who is to be laid off will be provided notification at least two (2) days prior to the first date of the layoff.

Emergency Layoffs. Emergency layoffs may be implemented by the department/division head if an unforeseen circumstance arises, causing the employee's work to be unnecessary, impractical or unsafe to perform.

Emergency layoffs should not extend beyond five (5) workdays and are unpaid, but employees will continue to maintain their City of Marshfield benefits.

Disciplinary Layoffs. Advance notice will not be given for disciplinary layoff or discharge.

Temporary Layoffs. If a temporary reduction in the number of employees is necessary the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance. Temporary layoffs will be initiated by the department/division head and approved by the City Administrator or Human Resources Manager in the City Administrator's absence.

Employees placed on temporary layoff status will retain "recall rights" to their former position, and will return at the same pay level or step that they left. Time on temporary layoff status will be considered as "time worked" for accrual of benefits for employees when layoff is less than thirty (30) consecutive days. Employees who return from temporary layoff in excess of thirty (30) days, will have the option to re-enroll in the health insurance plan with no waiting period at the same level as when they left. State Statutes will apply for administration of the Wisconsin Retirement System.

Employees being eligible for recall from a temporary layoff shall be given notice of recall by phone or in person and require the employee to immediately notify the City of his/her intention to return. The City will have fulfilled its obligation by attempting personal contact, voice mail or e-mail message.

Permanent Layoffs. If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance. Permanent layoffs must be approved by the Common Council.

A copy of the layoff notification will be kept in the employee's personnel file. The notification will include an effective date of the layoff, their benefit rights and how to file for unemployment compensation.