



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

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

CHAPTER: Career Development

SUBJECT: Training and Trainees

POLICY NUMBER: 3.610

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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.**

**POLICY:**

All departments shall conduct programs of training for department employees. The objective of such training programs is to increase the efficiency and effectiveness of the departmental operations and to enable individual employees to increase their job proficiency.

No training period shall exceed six months and the City is under no obligation to offer full-time employment after the training period.

Compensation to be paid to trainees or students shall be determined by the Finance, Budget, and Personnel Committee.