



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

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

CHAPTER: Career Development

SUBJECT: License and Certification Payment

POLICY NUMBER: 3.640

PAGES: 1

EFFECTIVE DATE: January 1, 1983

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.

PURPOSE:

To establish a City policy for purposes of City payment of fees for licenses (does not include Class D drivers license but does include the cost of a Class A with Tanker endorsement over and above the cost of a Class D driver's license) and certifications which are required or preferred (at the discretion of Department/Division Heads) by the City or State law, for an individual employee to be qualified to perform the duties of his/her position. Payment will be made at time of renewal.

POLICY:

All new license and certification requirements must be submitted for the review and approval of the Department/Division Head.

The City will pay all fees necessary to maintain required or preferred (at the discretion of Department/Division Heads) licenses or certifications.