



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

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CHAPTER: Compensation

SUBJECT: Compensation for Elected Officials

POLICY NUMBER: 3.850

PAGES: 1

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APPROVED BY:

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.

The purpose of this policy is to identify a procedure for setting the compensation levels for positions with a defined term of office (City Clerk, City Assessor, City Attorney, Assistant City Attorney, Alderman, Mayor). In order to comply with the appropriate Wisconsin Statutes, the salary levels for the elected positions will be determined by the Common Council prior to the formal announcement of these positions. The salary levels will be set for the complete term of office.

PROCEDURE

1. At the first meeting of the Finance, Budget, and Personnel Committee in October, the City Clerk will notify the committee members of those elective offices that will be filled in the upcoming year.
2. It will be at the discretion of the Committee whether they want to refer the matter to the Human Resources Specialist for a recommendation.
3. The salary levels will be recommended to the Common Council by the Finance, Budget, and Personnel Committee in advance of the formal announcement of these positions.