



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

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CHAPTER: General Purpose and Objectives

SUBJECT: Purpose of the Personnel Policies and Procedures

POLICY NUMBER: 3.010

PAGES: 2

EFFECTIVE DATE: 4-24-90

REVISION DATE: January 1, 2012

DEPARTMENT OF PRIMARY RESPONSIBILITY: City Administrator's Office

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

The purpose of this manual is to provide for the administration of a system of personnel management and professional methods to govern the recruitment, appointment, promotion, transfer, removal, conduct, discipline, and welfare of employees, and other aspects of employment with the City of Marshfield, and to fulfill requirements of federal, state, and local laws governing employment regulations.

Final interpretation and implementation of any of the City's Personnel Policies are vested solely with the Common Council through the City Administrator. The Personnel Policies are subject to change at any time by the employer and will be reviewed and revised periodically.

The contents of the Personnel Policies are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

Scope of Application

The provisions of the Personnel section of the City of Marshfield Policy and Procedures Manual are applicable to all City employees, with the exceptions of 1) the employees of the Marshfield Board of Water and Light Commissioners and the Marshfield Library Board, and 2) where otherwise governed by valid union contracts. Where a position or employee is covered by a valid collective bargaining agreement and any provision of that agreement conflicts with the policies and procedures established in this manual, the provision of the collective bargaining agreement shall control, rather than the provisions of this manual. Additionally, any wages, hours and working conditions referenced in this manual that are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and City or upon waiver.

If for any reason any part of this personnel policy and procedures section of the City of Marshfield's Policy and Procedure Manual is rendered ineffective or set-aside, the remainder of the section shall not be affected, and remains valid.

Compliance with Personnel Policies and Expectations of Conduct

The City has established these Personnel Policies and rules of conduct in furtherance of the effective operation of the City and to provide high quality service to all City of Marshfield citizens, those persons interacting with the City and visitors. The City expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career at the City. Failure to comply with these policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the City must have in that employee.

The City treats all violations of policy, the rules and general expectations of conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

Designation of Administration

Under the authority of the Common Council of the City of Marshfield, the City Administrator's Office is assigned the responsibility of organizing, coordinating, communicating, interpreting, and implementing all City of Marshfield Personnel Policies and Procedures. Requests for variances can be submitted to the City Administrator and forwarded to the Common Council for consideration.