



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Types of Appointment

POLICY NUMBER: 3.130

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DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office, Finance Department .

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.

PURPOSE:

The purposes of this policy are to 1) categorize the status of employees of the City of Marshfield by the type of appointment; and 2) thereby establish criteria by which distinctions in the level of employee benefits and the conditions of employment are based. Refer to Personnel Policies and Procedures for benefit information.

POLICY

As all employees are hired conditionally on the basis of continuing need, the employment status categories stated above or anything contained in these policies or procedures do not guarantee employment for any specified length of time. Rather, employment is at the mutual consent of the employee and the City of Marshfield, and can be terminated at will by the employee or the City of Marshfield.

Based on the needs of the employer, employees are classified within the following categories:
Probationary Employees

Regular Full-Time Employees
Regular Part-Time Employees
Casual Employees
Contractors

Employment begins with a probationary period of one (1) year for new employees and six (6) months for promotions or internal transfers. A former employee who has been rehired after a separation from the City of Marshfield is considered a new probationary employee upon rehire. This probationary period is a try-out time for the employee, during which time they will be required to demonstrate fitness for the position prior to receiving an at will appointment. Completion of the probationary period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at will status.

A probationary employee may be removed from his/her position at any time during the probationary period at the discretion of the department/division head, with the approval of the City Administrator or Police and Fire Commission for protective service employees. Probationary employees shall not have recourse to appeal.

Regular Full-Time Employees: A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Exempt employees are generally classified as regular full-time employees. A regular full-time employee may be exempt or non-exempt. Only regular full-time and regular part-time employees receive benefits of the City of Marshfield unless specifically identified in the City of Marshfield policies or as required by law.

Regular Part-time Employees: A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee may be exempt or non-exempt. Only regular full-time and regular part-time employees receive benefits of the City of Marshfield unless specifically identified in the City of Marshfield's policies or as required by law. Employees will be considered eligible for benefits if they regularly work a minimum of twenty (20) hours but less than forty (40) hours per week on a continuous basis and their positions are authorized and budgeted as, minimally, 0.5 full-time equivalent (FTE), or 1,040 work hours annually but less than 1.0 (FTE), or 2,080 work hours annually. Employees budgeted to work .5 FTE to .74 FTE are eligible for pro-rated vacation, sick leave, emergency leave and paid holidays. Employees budgeted to work .75 FTE and above are eligible for pro-rated vacation, sick leave, paid holidays, emergency leave, health/vision insurance, dental insurance, disability insurance, life insurance and PEHP. Employees hired to work part-time at .5 full-time equivalent or greater prior to September 1, 2013 are grandfathered for pro-rated benefits (health, vision, dental, life, disability and PEHP). Employees hired to work full-time and going to part-time work at .74 FTE or lower are not eligible for pro-rated benefits (health, vision, dental, and disability) for any changes in their FTE status as of March 25, 2014 or later. All such, regular part-time employees are eligible for partial employee benefits, including group health, dental and life insurance, with the employer's contributions for such employee benefit costs pro-rated on the basis of the number of annual hours budgeted (FTE status) divided by 2,080 hours.

Casual Employees: Employees will be considered a casual employee if they are hired for a specified project or time frame or other reasons established by the City of Marshfield and may work an irregular schedule or a regular schedule. A casual employee may be exempt or non-exempt. Casual employees do not received any additional compensation or benefits provided by the City of Marshfield unless required by law (Exception are those employees who meet the

qualifications for WRS and life insurance.) Casual positions shall not be assigned a band/grade/subgrade in the classification system. Casual employees will be subject to all rules and regulations governing other City employees, unless otherwise excepted by specific action of the Common Council.

A contractor is retained on a per project basis with a defined scope at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors do not receive any additional compensation or benefits provided by the City of Marshfield.