

POLICY TITLE: Employment Transfers/Change of Status

ADOPTION/LAST REVIEW: August 13, 1996; Revised July 15, 2021

PURPOSE:

From time to time and in the interests of the Everett Roehl Marshfield Public Library, the Library may transfer employees from assignment to assignment, position to position, or Department/Division to Department/Division.

POLICY:

Employees may request to be transferred from one position or Department/Division to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the Library.

Requests for transfer by an employee must be in writing, must include an application, resume, and the reasons for the transfer request. The request must be directed to the person in charge of the Department/Division to which they wish to transfer, with notice to their current Division Head and the Library Director of the request.

The transfer process may apply to lateral moves (department/position changes), promotions, or demotions when a position vacancy is expected. In the event of a transfer, the position is not posted internally or externally. All potential transfers must be requested through the Library Director and the City of Marshfield Human Resources Director in the case of an out-of-library transfer with the approval of the Department/Division.

The Department or Division Head will interview the candidate to review qualifications, related experience, and job expectations. The employee's current supervisor will be required to provide an internal reference regarding the individual's qualifications and job performance.

Pay adjustments will be determined in accordance with the Library's Wage and Salary Plan (Policy 4.801) and/or the City of Marshfield's Compensation Administration Policy (3.800) regarding promotions and demotions.

An employee who transfers from one department/division of the Library to another within the Library or the City, or changes his/her status within a department/division, employee will retain all vacation and sick leave credit benefits accrued. If the new position is a promotion or demotion, the vacation accrual will follow the vacation accrual schedule in the vacation policy.

Reference: City of Marshfield Policy 3.210