

POLICY TITLE: Types of Appointment

ADOPTION/LAST REVISION: 07/09/1996, 11/12/2013, 08/28/2025

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.**

The purposes of this policy are to 1) define and categorize the status of employees of the Library by the type of appointment; and 2) thereby establish criteria by which distinctions in the level of employee benefits and the condition of employment are based. Refer to Chapter 4.500: Employee Benefits for benefit information.

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

There are three types of appointment in the Library: regular full-time appointment; regular part-time appointment over 20 hours per week; and temporary part-time appointment under 20 hours per week.

- Regular Full-Time Employees: Employees who works a regular schedule and are expected to work 40 or more hours per work week.
  - Employees will be categorized as exempt or non-exempt.
  - Employees are eligible for benefits from the City of Marshfield unless specifically identified in the City of Marshfield policies or as required by law.
  - Employees are authorized and budgeted for by the Library Board and the Common Council as 1.0 full-time equivalent (FTE) and employee totals will be tracked on the City's monthly Position Control Report.
- Regular Part-Time Employees: Employees who work a regular schedule and are expected to normally work 20 or more hours per work week but less than a yearly average of 40 hours per work week.
  - Employees will be categorized as exempt or non-exempt.
  - Employees are eligible for pro-rated benefits from the City of Marshfield unless specifically identified in the City of Marshfield policies or as required by law.
    - Employees budgeted to work between 0.5 to 0.74 FTE are eligible for pro-rated benefits including vacation, sick leave, paid holidays, bereavement leave, and PEHP.
    - Employees budgeted to work between 0.75 to 0.99 FTE are eligible for pro-rated benefits including vacation, sick leave, paid holidays, bereavement leave, PEHP, as well as health benefits including

- medical insurance, vision insurance, dental insurance, voluntary insurances (ex: disability insurance), and life insurance.
  - Employees are authorized and budgeted for by the Library Board and the Common Council as minimally, 0.5 FTE or 1,040 work hours annually but less than 0.99 (FTE) or 2,059 work hours annually. Employee totals will be tracked on the City's monthly Position Control Report.
- Temporary Part-Time Employees: Employees hired for a specified project or time-frame or other reasons established by the Library and may work an irregular schedule or a regular schedule.
  - Employees may be exempt or non-exempt.
  - Employees do not receive any additional compensation or benefits provided by the City of Marshfield unless required by law. (Exceptions are those employees who meet the qualifications for WRS and life insurance.)
  - Temporary part-time positions will be assigned a paygrade on the Library pay scale.
  - Temporary part-time employees are subject to all rules and regulations governing other Library employees, unless otherwise excepted by specific action of the Library Board.

Reference: City Policy 3.130