

## **SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT**

**TITLE:** Membership Termination & Resignation

**REVISED:** 03/06/2008

**POLICY:** # 800

**APPLIES TO:** All Personnel

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### **MEMBERSHIP TERMINATION AND RESIGNATION**

1. Members who resign voluntarily or are terminated will be offered an exit interview with the Fire Chief.
2. All District property, including Blue Light/ID cards, shall be turned into the Station Officer immediately upon termination or resignation, in cleaned and proper working order. Any District equipment not returned immediately upon termination will be considered stolen and violators will be prosecuted.
3. A member in good standing will have the opportunity to return as a member within a period of time not to exceed 90 days and retain all seniority for the purposes of length of service awards and longevity. Good standing is defined as:
  - a. Current on requirements for active status during the quarter of resignation. (Policy 200.1)
  - b. Giving a minimum of two weeks notice.
  - c. Meeting requirements of Section 2 above.
  - d. Completing the exit interview with the Chief.

Members who wish to rejoin the District after 90 days will be subject to the standard application process and background screening as required by policy (Policy 200 and Policy 200.5) and other policies applicable to selection and placement of members.

### **EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by an employee.

Discharge – involuntary employment termination initiated by the organization.

Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Southern Stone County Fire Protection District will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as to employee benefits, conversion privileges, repayment of outstanding debts to Southern Stone County Fire Protection District, or return of Southern Stone County Fire Protection District-owned property. Suggestions, complaints, and questions can also be voiced.

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Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Resignation is a voluntary act initiated by the employee to terminate employment with Southern Stone County Fire Protection District. Although advance notice is not required, Southern Stone County Fire Protection District requests at least 2 weeks written resignation notice from all employees.