

TERMINATION OF EMPLOYMENT/EXIT INTERVIEWS

Purpose:

To aid in the timely and accurate processing of personnel being removed from the payroll, consistent with positive employee relations practices. To determine and document the reasons personnel leave the district; to provide an opportunity for the airing of unresolved concerns; and to solicit constructive criticism helpful to improving district employment and membership.

Scope:

This SOG applies to all personnel of the district.

Policy:

Termination of employment or membership occurs when personnel are permanently separated from employment or membership at the district for any of the following reasons; voluntary resignation, discharge, retirement, or reduction in force. Prior to the end of the last day of work for the district, personnel will have an exit interview with the Chief or a designated representative.

Definitions:

- A. Voluntary Resignation: is when an individual chooses to terminate employment or membership with the district.
- B. Discharge: is when the district initiates the termination due to unsatisfactory performance or conduct.
- C. Retirement: is defined as a voluntary separation which usually includes qualification for benefits under the County Employee's Retirement System (CERS) or equivalent amount of district service for those not participating in CERS.
- D. Reduction in Force: is a district initiated action taken if it is deemed necessary to reduce staffing levels.

Guidelines:

- A. Personnel voluntarily resigning from the district are requested to provide a minimum of two weeks notice prior to the last day of work. This act of courtesy will be noted in the personnel file and may be a consideration for future employment or membership opportunities.
- B. The Board of Trustees must approve in advance any terminations initiated by the district.

- C. If a position elimination results in a reduction in force, factors to be considered in the determination of who will be laid off will include, but not be limited to, the employee's length of service, performance, ability to do the job, and the needs of the district as established by the district.
- D. In the event of a district initiated termination, final payment of wages, vacation, and sick pay due will be paid within three working days.
- E. In the event of voluntary resignation, final payment of wages, vacation, or sick pay due will be paid on the next regularly scheduled payday.
- F. Personnel who leave the district in good standing may be considered for rehire. Personnel who resign without adequate notice or who are discharged for unsatisfactory performance or conduct generally will not be considered for rehire.
- G. Personnel shall be responsible for any purchases made with district clothing allowance funds 90 days prior to termination. Personnel must either return the items undamaged or have the corresponding dollar amount deducted from his/her final pay.
- H. In the event of separation due to retirement, disability, or death, personnel (or his/her beneficiary) will be allowed to keep the district issued uniform, helmet, and badge. All other district issued equipment must be returned according to Guideline "G" above.
- I. The termination day will be the last day worked. An exception to this would be if he/she does not return from a leave of absence, at which point the termination date will be the date the individual notifies the district of such intention.

Procedures for Termination:

- A. Upon notification of termination, the individual's supervisor is required to complete a written *Report of Termination* containing a brief statement of facts relating to the termination as well as the signatures of both the individual terminating and the supervisor.
- B. The supervisor will send the completed report to the Administrative Assistant for processing of a final paycheck.
- C. The supervisor should schedule a meeting with the individual terminating and the Chief to make final pay arrangements, sign off on the CERS termination form, terminate employee benefits, etc.
- D. On the employee's last shift, the supervisor and/or Chief shall collect all of the equipment/property/uniforms that have been issued to the employee. The supervisor should review the file to verify what uniform and equipment the employee has been issued. Any items not turned in shall be documented and submitted to the Chief so the value of the items will be deducted from the final paycheck.
- E. Upon completion of the individual's final day of work, the final timesheet should be completed and turned into the Administrative Assistant for processing of the final paycheck.

Exit Interview Guidelines:

- A. Supervisors will refer terminating individuals to the Chief to be scheduled for an exit interview.
- B. The exit interview will cover, but not be limited to, the individual's comments regarding the following points:
 - 1. Job duties and work load.
 - 2. Quality of supervision.
 - 3. District policies and practices.
 - 4. Working conditions.
 - 5. Salary and benefits.
- C. The individual will be asked to sign the exit interview.
- D. The exit interview form will be placed in the personnel file.