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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **C302** | |  |
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|  | Subject:  **Separation Policy** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **3** |  |
| Board Approval Date:  **March 21, 2015** | | | Rescinds: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
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1. **PURPOSE**

To aid in the timely and accurate processing of employees who are separating from service, consistent with positive employee relations’ practices.

1. **SCOPE**

This policy applies to all employees of the District.

1. **POLICY**

Termination of employment occurs when an employee is permanently separated from employment with the Blue Ridge Fire District for any of the following reasons: voluntary resignation, dismissal, retirement, layoff, or death.

1. **DEFINITIONS**
2. **Voluntary Resignation** – when an employee chooses to terminate employment with the District.
3. **Dismissal** – when the District initiates the termination due to unsatisfactory performance or conduct, or other compelling business reasons.
4. **Retirement** – A voluntary separation, which, in the case of suppression personnel, usually includes qualification for benefits.
5. **Layoff –** A District-initiated action taken if it is deemed necessary to reduce staffing levels.
6. **GUIDELINES**
7. An employee who is voluntarily resigning for the District is requested to provide a minimum of two weeks’ notice prior to the last day of work. This act of courtesy shall be noted in the personnel file and shall be a consideration in future employment opportunities.
8. An employee who is absent from work for two consecutive scheduled workdays without notifications shall be considered to have voluntarily resigned employment with the District. In the event that mitigating circumstances resulted in an employee’s inability to provide contact with the District, the Fire Chief may determine otherwise appropriate action.
9. In the event that circumstances were to require a reduction in the workforce, a layoff shall occur. Before any such layoff occurs, the affected employee(s) shall receive two weeks prior notification.
10. In the event of a District-initiated termination (dismissal or layoff), final payment of wages and other accumulated hours due for paid time off shall be paid to the employee within 72 hours of the last day worked.
11. In the event of a voluntary resignation, final payment of wages and other accumulated hours due for paid time off shall be paid to the employee on the next regularly scheduled payday.
12. Provision for an employee’s retirement are set by the guidelines of the governing retirement system. In the event of a retirement, final payment of wages and other accumulated hours due for paid time off shall be paid to the employee on the next regularly scheduled payday.
13. Employees who leave the District in good standing may be considered for future re-employment. Employees who resign without adequate notice or who are dismissed for unsatisfactory performance or conduct generally shall not be considered for re-employment.
14. Upon termination, the employee shall be required to return to the supervisor any issued property belonging to the District before the distribution of final payment. If any District property in the employee’s possession has been lost or damaged, the cost of replacing such property may be deducted from the employee’s final paycheck, in such event, the amount shall not reduce the employee’s earnings for the final pay period below the current minimum wage. Employees shall be responsible for making arrangements with the Fire Chief for repayment of any amounts that remain due.
15. The District may make use of an Equipment Return Form to record and verify return of District property prior to distribution of a final pay check.
16. An exit interview may be conducted on or before the employee’s final day of work.
17. The termination date shall be the last day worked by the employee. An exception to this would be if an employee does not return from a leave of absence, at which point the termination date shall be the date the employee notifies the District of such intention.
18. In the unfortunate event of a death of an employee, the Fire Chief or designee shall be responsible for initiating the disbursement of all wages and benefits due to the designated beneficiary.
19. PROCEDURES FOR TERMINATION
20. Upon notification of termination, the employee’s supervisor is required to complete a “Personnel Action Record” Form. This form shall contain the signatures of both the employee and the supervisor.
21. The supervisor shall send the completed form along with the Equipment Return Form (if applicable) to the Chief or designee for processing of a final paycheck.
22. The supervisor may schedule a meeting with the employee and Finance to make final pay arrangements, sign off on PSPRS termination form, terminate employee benefits, etc.
23. The Supervisor may schedule a meeting with the employee and the Fire Chief for an exit interview.
24. On the employee’s last day of work, the supervisor shall collect all of the equipment/property/uniforms that have been issued to the employee. In order to accomplish this, the supervisor should review the personnel file to verify what the employee has been issued. Any items not returned shall be documented and submitted to the Administration Office. If the employee previously signed an agreement regarding the return of District-issued property, the value of the items shall be deducted from the final paycheck.
25. Upon completion of the employee’s final day of work, the final timesheet shall be completed and turned in to the Administration Office for processing of the final paycheck.