

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: A-10  
SECTION: Administration Division  
DATE: March 30, 2009  
SUPERSEDES: Green Book 405 & 708  
TITLE: Retirement, Resignation & Termination Procedure

**PURPOSE**

To assist Stanislaus Consolidated Fire Protection District (SCFPD) employees in the timely and accurate out-processing of employees being removed from the payroll consistent with positive employee relation practices.

**SCOPE**

This Procedure applies to all personnel of the Stanislaus Consolidated Fire Protection District.

**POLICY**

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

**DEFINITIONS**

- A. Retirement – When an employee chooses to voluntarily separate from SCFPD because they are eligible for a retirement program including the eligibility to draw from the California Public Employees Retirement System.
- B. Voluntary Resignation – When an individual chooses to terminate employment or membership with SCFPD without initiating entry into a retirement program.
- C. Termination – When SCFPD initiates the termination of an employee due to unsatisfactory performance or misconduct.
- D. Reduction in force – An administrative action initiated by the District to reduce staffing levels.

## GUIDELINES FOR EACH CATEGORY

- A. Current employees selecting to **retire** from SCFPD will be processed similarly to employees who resign or are terminated with one exception. SCFPD will assist the employee in submitting the required paperwork into their designated retirement system and assist with retirement health insurance through the Districts' sick leave conversion plan, or COBRA if elected by the employee. Employees retiring from SCFPD will initiate their retirement request through their Supervisor and then be transitioned to Human Resources upon completion of the Supervisory portion of the Exit Processing Checklist (Attachment 1 to this SOP).
- B. Employees **voluntarily resigning** from SCFPD are requested to provide a minimum of two weeks notice prior to their 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. Final payment of wages, vacation, holiday, compensatory, or sick leave will be paid on the next scheduled payday following the end of the current pay period. Failure to return District issued equipment/materials or disputes over time to be cashed out may reduce or delay the final payment. Personnel who leave the District in good standing may be considered for rehire. Personnel who resign without adequate notice will be considered ineligible for rehire.
- C. **Termination** of an employee is a challenge for both the employee and SCFPD. Prior to the termination of an employee, the supervisor of the employee should have provided documentation to Management to ensure due process has been followed regarding the termination process. The discipline policy must be adhered to and the employee has a right to representation. The Fire Chief must approve, in advance, any termination(s) initiated by the District. Personnel who are discharged for unsatisfactory performance will be ineligible for rehire. The intent is to make the best possible outcome of a difficult situation. The supervisor initiates the exit processing checklist and provides the terminated employee with an exit interview worksheet (Attachment 2 of this SOP). The supervisor, the Operations Chief, and the terminated employee will review the reason for termination. Following the termination review, the terminated employee will complete the exit processing through Human Resources to make sure they have the tools available to complete the transition from employment with SCFPD. Terminated employees will be paid their final payment of wages, accrued vacation, holiday, compensatory, and sick leave (25% value) within seven working days.
- D. If a position is eliminated that results in a **reduction in force**, factors to be considered of personnel to be laid off will include, though not be limited to, the employee's length of service (seniority), divisional assignment, performance, ability to do the job, and the established needs of the District.
- E. A person or persons working for SCFPD at the **expiration of their contract period** will be processed out of SCFPD similarly to other employees leaving the organization. The supervisor of the contract employee will initiate an Exit Processing Checklist

- F. 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.

## **PROCEDURE**

1. All employees desiring to leave the SCFPD should submit a letter to the District explaining their reason for leaving the organization. Once the letter of request is initiated, it will be processed through the employees' supervisor and end with Administration/Management. HR will begin preparing for the employee to leave payroll and process the applicable paperwork, checklists, forms, etc.
2. Once the supervisor has a letter of intent in hand, he/she can initiate the Exit Processing Checklist (Attachment 1) and identify those components that can be completed immediately or those that will be completed on the employee's last day with SCFPD.
3. The supervisor should schedule a meeting with the individual terminating and HR to make final pay arrangements, sign off on any retirement documentation, if applicable change employee benefits and/or terminate employee benefits, etc. The supervisor will print a copy of the exit interview checklist included with this SOP (Attachment 2), and provide a copy to the employee. The supervisor will also turn over the Exit Processing Checklist to HR, dated and initialed where required.
4. On the employee's last shift, the supervisor shall collect all of the District owned property that has been issued to the employee as stated on the Exit Processing Checklist. The items can be placed in a box and given to the Operations Chief to distribute to the appropriate divisions. The supervisor will review the employee's issued equipment file to verify what equipment/materials have been issued. Any items not turned in shall be documented and submitted to the Operations Chief so the value of the items can be deducted from the final pay check, if applicable.
5. Upon completion of the individual's last day of work, the final timesheet should be completed and turned into the Finance Division for payroll processing of the final pay check. If an employee is terminated, they must be processed for their final pay within 24 hours of their termination unless they have not turned in required equipment, materials, etc. An employee who retires or resigns from SCFPD will receive their final pay check using the normal payroll process.
6. Management will contact the employee departing SCFPD and ask if he/she will be willing to meet and discuss the employee's exit interview. The exit interview will be signed and placed into the employee's personnel file. The employee's training, DMV,

Written by: Chief Steve Mayotte

Approved by: \_\_\_\_\_

Date: April 20, 2009

**Attachment 1 to SCFPD Retirement, Resignation, & Termination Policy/Procedure**

**SCFPD EXIT PROCESSING CHECKLIST**

Employee: \_\_\_\_\_ Departure Effective Date: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date/Initials \_\_\_\_\_

- Print copy of Exit Interview Form; give to employee \_\_\_\_\_
- Collect SCFPD property as applicable: \_\_\_\_\_
- Badge \_\_\_\_\_
- ID Card \_\_\_\_\_
- Keys (Bldg, Files, Vehicle, Etc) \_\_\_\_\_
- Alpha Pager \_\_\_\_\_
- Radio Pager \_\_\_\_\_
- Cell Phone \_\_\_\_\_
- Portable Radio \_\_\_\_\_
- Laptop Computer \_\_\_\_\_
- Credit Card \_\_\_\_\_
- Fuel Card (Chevron, Shell, Valero) \_\_\_\_\_
- Turnouts-Structure (Jacket, Pants, Boots, Gloves, Hood) \_\_\_\_\_
- Turnouts-Wildland (Jacket, Pants, Gloves, Web Gear) \_\_\_\_\_
- Fire Shelter \_\_\_\_\_
- Helmets (Structural, Wildland) \_\_\_\_\_

Return Property to Management: \_\_\_\_\_

Human Resources:

- Exit Interview \_\_\_\_\_
- Retirement plan information to employee \_\_\_\_\_
- Sick leave medical plan sign-up/denial \_\_\_\_\_
- Explain COBRA processing and rates \_\_\_\_\_
- Employee sign medical termination form \_\_\_\_\_
- Enter medical information change(s) online \_\_\_\_\_
- Dental, Vision termination/updates/changes \_\_\_\_\_
- Remove employee from CAD/E-Mail/Server \_\_\_\_\_
- Update department phone list \_\_\_\_\_
- Update Shift Assignment List \_\_\_\_\_
- Property recorded and sent to appropriate division \_\_\_\_\_
- SCFPD Personnel Action Form \_\_\_\_\_
- Payroll (W2) mailing address \_\_\_\_\_
- Deferred Comp \_\_\_\_\_

**Attachment 2 to Retirement, Resignation, & Termination Policy/Procedure**

**SCFPD EXIT INTERVIEW QUESTIONNAIRE**

Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Title: \_\_\_\_\_ Person Conducting Interview: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

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Please check any of the following that have affected your decision to leave your position:

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Supervisor         | <input type="checkbox"/> Employee Conflict   | <input type="checkbox"/> Commute                | <input type="checkbox"/> Health Condition |
| <input type="checkbox"/> Rate of Pay        | <input type="checkbox"/> Workload            | <input type="checkbox"/> Better Job Opportunity | <input type="checkbox"/> Family Reasons   |
| <input type="checkbox"/> Benefits           | <input type="checkbox"/> Lack of Advancement | <input type="checkbox"/> Career Change          | <input type="checkbox"/> Retirement       |
| <input type="checkbox"/> Working Conditions | <input type="checkbox"/> Type of Work        | <input type="checkbox"/> Moving from Area       | <input type="checkbox"/> Dismissal        |
|   |  |   | <input type="checkbox"/> Other            |

Comments:

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Was the job realistically presented to you when you were hired or most recently changed positions?  Yes  No

If not, specifically what occurred?

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Was your workload usually:  Too great  Varied, but all right  About right  Too light

What could the District done to prevent your leaving:

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List any constructive suggestions for improvement that you may have for your division or elsewhere within the District:

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Attachment 2, Page 2 to Retirement, Resignation, & Termination Policy/Procedure

Please rate your Supervisor on the following with the highest being the best rating:

	Low				High
Followed policies and procedures	1	2	3	4	5
Demonstrated fair and equal treatment	1	2	3	4	5
Provided recognition for a job well done	1	2	3	4	5
Developed cooperation and teamwork	1	2	3	4	5
Encouraged/listened to suggestions	1	2	3	4	5
Resolved complaints and problems	1	2	3	4	5
Provided on the job training	1	2	3	4	5
Provided necessary equipment	1	2	3	4	5

Please rate your salary and employee benefits:

Rate of pay	1	2	3	4	5
Paid holidays	1	2	3	4	5
Paid vacation	1	2	3	4	5
Paid sick leave	1	2	3	4	5
Medical, dental, vision insurance	1	2	3	4	5
Life & ADD insurance	1	2	3	4	5
Long term disability and EAP	1	2	3	4	5
Retirement plan	1	2	3	4	5
Education reimbursement	1	2	3	4	5

Are there other benefits you feel should have been offered:

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Please rate the following in relation to your job:

Cooperation within the District	1	2	3	4	5
Cooperation with other agencies	1	2	3	4	5
Working conditions	1	2	3	4	5
Work schedule	1	2	3	4	5
Job satisfaction	1	2	3	4	5
Opportunity for advancement	1	2	3	4	5

Attachment 2, Page 3 to Retirement, Resignation, & Termination Policy/Procedure

Do you have knowledge of any aspects of the workplace that were unethical or in violation of the law?  Yes  No

If yes, specifically what, when and where did this occur?

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**All SCFPD documents and equipment must be returned to Administration prior to your termination date.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Payroll Final Mailing Address: \_\_\_\_\_

W-2 Mailing Address: \_\_\_\_\_

**Interviewer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

HR CHECKLIST

Employee Benefit Forms

- \_\_\_ SCFPD PAF Form
- \_\_\_ Medical/Dental/Vision Benefits
- \_\_\_ Deferred Comp
- \_\_\_ AD&D, EAP, & Life Insurance Cancellation

HR Online/E-Mail/Misc

- \_\_\_ Medical/Dental/Vision update
- \_\_\_ COBRA
- \_\_\_ SCFPD E-Mail
- \_\_\_ SCFPD Server Access
- \_\_\_ CAD Removal

Employee Reimbursements

- Vacation Leave \$ \_\_\_\_\_
- Holiday Leave \$ \_\_\_\_\_
- Sick Leave (25%/50%) \$ \_\_\_\_\_
- Compensatory Leave \$ \_\_\_\_\_

SCFPD Property

- \_\_\_ Badge
- \_\_\_ ID Card
- \_\_\_ Keys (Bldg, Files, Vehicle)
- \_\_\_ Alpha Pager
- \_\_\_ Radio Pager
- \_\_\_ Cell Phone
- \_\_\_ Portable Radio
- \_\_\_ Laptop Computer
- \_\_\_ Credit Card
- \_\_\_ Fuel Cards (Chevron, Shell, Valero)
- \_\_\_ Turnouts-Structure
- \_\_\_ Turnouts-Wildland
- \_\_\_ Fire Shelter
- \_\_\_ Helmets (Structure/Wildland)

\_\_\_ Verify Holiday Cash Out Reported (154/216)