



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 009**

TERMINATION OF VOLUNTEER EMPLOYMENT

I. PURPOSE

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

II. SCOPE

This policy applies to all members of the District.

III. POLICY

Termination of volunteer employment occurs when an individual is permanently separated from volunteer employment at MJFD for any of the following reasons: voluntary resignation, dismissal, retirement, or death.

IV. DEFINITIONS

- A. **Voluntary Resignation** – when an individual chooses to terminate volunteer employment with the District.
- B. **Dismissal** – when the District initiates the termination due to unsatisfactory performance or conduct, or other compelling business reasons.
- C. **Retirement** – a voluntary separation, which may include qualification for benefits under the Volunteer Pension Fund Retirement System.

V. GUIDELINES

- A. Anyone who is voluntarily resigning from the District is requested to provide a minimum of thirty days' notice; however, at least two weeks will suffice. This act of courtesy shall be noted in the personnel file and shall be a consideration in future re-employment opportunities.
- B. Any termination initiated by the District shall be approved in advance by the Fire Chief.
- C. In the event of a District initiated termination (**dismissal**), final payment of stipends shall be paid to the member within three working days or on the next regularly scheduled payday, whichever is sooner. Further guidelines regarding dismissal are included in the policy entitled "020 Corrective Action / Disciplinary Process," in the Member Relations section of this manual
- D. In the event of a voluntary resignation, final payment of stipends shall be paid to the member on the next regularly scheduled payday.
- E. Members who leave the District in good standing may be considered for future re-employment. Members who resign without adequate notice or who are dismissed for unsatisfactory performance or conduct generally shall not be considered for re-employment. Exceptions may be made at the sole discretion of the Fire Chief.
- F. Upon termination, the member shall be required to return any property belonging to the District.
- H. The termination date shall be the last day worked by the member. An exception to this would be if a member does not return from a leave of absence, at which point the termination date shall be the date the member notifies the District of such intention.



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- I. In the unfortunate event of a death of a member, the Fire Chief or his designated representative shall be responsible for initiating the disbursement of all stipends and benefits due.

II. PROCEDURES FOR TERMINATION

- A. Upon notification of termination, the Fire Chief shall notify the Board Chair of the impending termination.
- B. The Fire Chief, or his designee, may facilitate scheduling of a meeting with the member to make final pay arrangements, terminate member benefits, etc.
- C. The Fire Chief may schedule a meeting between the member and the Fire Chief or his designated representative for an exit interview, as outlined in Standard Operating Procedure 010 Exit Interviews.
- D. On the member's last day, the member's supervisor or the senior Captain shall collect all of the equipment, property and uniforms that have been issued to the member and turn them in to MJFD Administration, who will review the personnel file to verify what the member has been issued. Any items not returned shall be documented and the list of missing items shall be forwarded to the Fire Chief.

III. MISSING EQUIPMENT, UNIFORMS, ETC.

- A. All equipment, personal protective gear, uniforms and employee ID shall be returned on the members last day of work.
- B. The member's supervisor shall submit to the Fire Chief a list of missing and/or damaged equipment, uniforms, etc. and the estimated cost to replace such items.
 - a. For the purposes of this policy, employee identification cards are valued at \$75.00.
- C. The cost to replace any missing/ damaged items, plus 10% for administration and acquisitions of said items, shall be withheld from the member's final paycheck.
- D. In the event the cost to replace such items exceeds the value of the member's final paycheck, the member is encouraged to make reimbursement arrangements with the Fire Chief.
 - (a) If the exiting member fails to adhere to the agreed upon reimbursement terms, the Fire Chief is authorized to submit the debt to a collection agency.
- E. Missing or damaged equipment shall be replaced at the Fire Chief's discretion.

Approved by the Mescal-J6 Fire District Governing Board on September 30, 2020. Replaces May 4th, 2015