

<h1 style="margin: 0;">Campbell County Fire Department</h1> <h2 style="margin: 0;">Policy</h2>		
<p>General Administration</p>	<p><i>Termination Of Employment</i></p>	 <p>900.211</p>

**PURPOSE:**

Employment may be terminated for any reason at any time and may include the following: an employee's resignation, discharge, retirement, or a reduction in the work force. Discharge can be for any reason not prohibited by law. Termination and discharge procedures are only guidelines and do not constitute a legal contract between Fire Department and its employees. In addition, specified grounds for termination are not all-inclusive since the Fire Department maintains the right to terminate employment for any reason and employees are free to resign at any time.

**SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

- A. Employees are requested to give written notice of their resignation. The following guidelines are suggested:
  - a. Supervisory and managerial employees are requested to give at least four weeks' notice;
  - b. Clerical and technical employees are requested to give at least three weeks' notice; and
  - c. All other employees are requested to give at least two weeks' notice.
- B. Employees who are absent from work for more than two days without being excused or giving proper notice will be considered to have voluntarily quit.
- C. For policies and procedures governing termination on account of retirement refer to Policy 900.212, Retirement.
- D. For policies and procedures governing a Reduction in Force refer to Policy 900.210, Reduction in workforce.
- E. Supervisors' recommendations for termination should be submitted to the Fire Chief accompanied by any necessary supporting documents such as performance appraisals or disciplinary reports. All appropriate documentation should be maintained by the Fire Department. A Change of Status form shall be submitted to the payroll department immediately upon termination.

<p>Initial Approval: March 28, 2007 Revision Date: 3/16/2011</p>	<p>Page 1 of 2</p>	<p>Sam Saunders, Chairman  ORIGINAL SIGNED</p>
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- F. An exit interview should be conducted no later than the employee's last working day. The individual conducting the interview should:
- a. Attempt, if the termination is voluntary, to determine the actual reason or reasons why the employee is leaving so that, where appropriate, action can be taken to correct any problems.
  - b. If the termination is involuntary the employee should be presented with a letter stating that the employee's employment is being terminated and when applicable, the reasons for the action. At least two independent Fire Department representatives should be present.
  - c. The administrator or individuals conducting the interview should prepare a written report of the exit interview to be placed in the employee's personnel file. Pertinent items requiring possible action should be brought to the attention of the Fire Chief.
- G. The Financial Specialist and/or the Comptroller will attempt to have the final pay for terminating employees available on their last working day; however, payment may be delayed up to five days under existing law. The employee's supervisor will be responsible for securing the return by terminating employees of all Fire Department property in their possession such as identification cards, keys, credit cards, tools, vehicles, etc. If any Fire Department 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 unless this practice is prohibited by law.

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