

***PURPOSE***

At times, personnel may be required to resign from the department. Resignations may be due to personal or professional circumstances.

OBJECTIVE

To provide personnel with guidelines that define the proper process to follow when resigning from the department.

SCOPE

All Personnel

GENERAL PROCESS

In order to leave the department in good standing and be considered for future employment with the county, the resignation process must be properly followed.

Personnel shall provide at least two weeks notice of their intent to resign from the department. However, the Fire Chief may waive the notice requirement and allow the resignation to become effective immediately upon receipt of a member's notice to resign.

Notice of resignation shall be in writing and shall be delivered directly to the Fire Chief.

Resigning personnel should contact the Human Resources Department for information regarding their final payout and benefit options.

A resigning member shall turn in all uniforms, pagers, keys, and other property issued by the department. A member may be assessed a replacement cost for any item that is not returned or is returned damaged. Law enforcement will be contacted if department issued equipment is not returned within two weeks after the date of resignation.

The Fire Chief will request the resigning member participate in an exit interview. The exit interview provides important feedback regarding the perceived effectiveness of the department's administrative and operational processes, and provides trend information for employment turnover.