

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**10.03.16**  
**SEPARATION FROM**  
**MEMBERSHIP**



Adopted: 10/03/17  
Reviewed: 12/10/20  
Revised: 12/10/20

Approved:

A handwritten signature in black ink, appearing to read "Jan J. Bala".

**Purpose:** To outline the steps involved with and reasons for separation from Spokane County Fire District 8. Separation from employment may occur due to resignation, discharge, reduction in force, disability, retirement or death.

**References:** N/A

**Procedure:**

1. Resignation.

- a) Members may resign by giving written notice of resignation to their supervisor. The member's Letter of Resignation should state the reason(s) for leaving and the date of his/her final day. The District asks that members give at least two weeks advance notice to assist in maintaining adequate staffing. Failure to give two weeks' notice may make members ineligible for rehire.
- b) The District reserves the right to determine how a notice period will be completed once a member's resignation has been tendered.
  - i. A member may be allowed to work some or all of the notice period as long as performance and behavior are satisfactory, or his/her resignation may be effective immediately.
  - ii. If a member gives at least two calendar weeks advance notice and his/her resignation is effective earlier for reasons other than poor performance or misconduct, he/she will be paid for the two-week notice period.
- c) If a member does not report for work as scheduled without notifying his/her manager of their reason for absence, or if he/she fails to return to work after an unauthorized absence, his/her absence will be treated as a voluntarily resignation without advanced notice, unless it is determined the reason was justified.

2. Discharge.

- a) A discharge is an involuntary termination of employment that is not due to a reduction in force. Discharges shall be reviewed by the member's supervisor, with the Human Resource Division Manager, and the Fire Chief before any discharge decision is communicated to the member.

3. Reduction in Force.

- a) Members who are notified and are released from employment due to a reduction in operations, change of operations, or elimination or change in the duties of a position are considered terminated due to a reduction in force.

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- b) Members will be selected for reduction in force on the basis of and in the following order:
    - i. According to negotiated contracts
    - ii. Documented member performance.
    - iii. Special skills or training required by the District.
    - iv. Seniority.
4. Exit Interview.
- a) On or near their last day of work all departing members will be invited to participate in an exit interview.
  - b) The Fire Chief and or his/her designee will conduct the exit interview. The member will schedule the exit interview at a mutually agreed upon day and time.
  - c) The subjects to be covered in the exit interview include, but are not limited to:
    - i. Review of the member's experiences in the agency with the opportunity to discuss areas of success and areas of improvement.