

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.03.17 EXIT PROCESS



Adopted: 12/20/16
Reviewed: 12/10/20
Revised: 12/10/20

Approved:

A handwritten signature in black ink, appearing to read "James J. Rahn".

Purpose: To provide a consistent process for members when separating from the District.

References: N/A

Procedure:

1. Step 1–Notification.
 - a) The separating member must submit a Letter of Resignation to their supervisor and the Human Resources Chief. The Assistant Fire Chief, or designee, will then complete the following items:
 - i. Determine if the exiting member has any outstanding incident reports that are the member's responsibility.
 - ii. Make arrangements for the return of any District equipment using the Equipment Roster/Checkout Form used for inventory.
 - iii. Advise the separating member to schedule an exit interview with the Assistant Fire Chief. The employee will fill out an exit interview form during that meeting.
 - iv. Forward the Letter of Resignation and Equipment Roster/Checkout Form to the Division Chief of Support Services.
2. Step 2–Equipment Return.
 - a) The separating member will make an appointment with the Division Chief of Support Services to turn in District-issued equipment.
3. Step 3–Human Resources.
 - a) Using the applicable forms, Human Resources will determine if the member needs to supply additional information and complete any additional required paperwork (address change, Department of Retirement or Health Benefit paperwork, etc.).
4. Step 4–Exit.
 - a) Using the applicable forms, the Administrative Assistant will:
 - i. Determine if there are outstanding balances owed.
 - ii. Return any applicable deposits.
 - iii. Update roster and files.
 - iv. Notify the Network Services Administrator.
 - v. Obtain a forwarding address.