

SUBLIMITY FIRE DISTRICT

Operational Guide

SUBJECT: Separation from Service	O.G. NUMBER: _____
PURPOSE: To describe types of separation categories for members	Original Date: 10/8/03 Officers Approval 10/16/03 Board Approval Revision Date

Members separating from the Fire District will fall into one of the following categories:

Retired-

Members who have completed 20 years of service may choose to retire from the District's service. No special privileges or benefits are afforded.

Resigned in good standing-

Members who resigned in writing, with proper notice and their status with the District relative to training, behavior and participation are acceptable.

Resigned **not** in good standing-

The members resigned but one or more of the following conditions applies:

- Resignation was not in writing;
- Insufficient notice was given;
- His/her status with the district relative to training, behavior and participation were unacceptable.
- Other conditions may result in a "not in good standing" status and should be explained on the "change of status" form the District uses.

Terminated - _____ (*List reason*)

The member was terminated and the reason should be explained on the "change of status" form the District uses.

Leave of Absence. (*See Leaves OG*)

Re-joining as a member

Past members who have separated from the district and choose to rejoin must apply and participate in the normal application process (interview, backgrounds, physicals etc.).

In addition re-joining members must:

- Have his/her training and qualifications reviewed by the Training Captain, who will recommend remedial training needed if any;*
- Serve 12 months probation*
- Meet all the requirements for promotions including years of service, qualifications and testing.*

A re-joining member's years of service include only the time from their most recent application and acceptance as a member.