

# Operating Guidelines

Section: Human Resources

Subject: Termination

Policy #: 307

Date Issued: February 9, 2016

Date Revised: October 3, 2017

## Procedure

### 307.1

A Firefighter may be terminated from the Fire Department, if any of the following conditions exist:

1. The Firefighter resigns or quits. This includes, when a Firefighter gives notice of their desire to leave and when a Firefighter fails to return, without justification, from a leave-of-absence.
2. The Firefighter retires.
3. The Firefighter is dismissed.
4. A Firefighter fails to attend at least 75% of practices when available, without an approved Leave of Absence, within a twelve-month period.
5. A Firefighter, without a Leave of Absence, fails to attend at least 50% of calls when available within a twelve (12) month period, excluding calls during their normal hours of employment or work.
6. The Firefighter does not attend practices or respond to a call and is not on a leave of absence, for over twelve (12) weeks.
7. The Firefighter is absent from active duty for over twenty-four (24) consecutive months, due to accident or illness.

### 307.2

A letter from the Fire Chief confirming termination shall be sent to the Firefighter, thanking him/her for their service and confirming the termination date.