



MASON COUNTY FIRE DISTRICT #4

TITLE: SEPARATION OF EMPLOYMENT

CHAPTER: 2000 NUMBER: 2325 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

Termination

In the case of termination of an employee other than trial employees, the District may conduct a pre-termination hearing. The pre-termination hearing serves as a check against mistaken decisions and to determine whether there is a reasonable presumption that the charges against the employee are valid and support termination.

- (a) In the event that the Fire Chief desires to terminate an employee, the employee (other than at-will or trial employees) shall be provided with a notice of the recommendation for termination. The notice shall include an explanation of the charges, on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.
- (b) Pre-termination hearings will be presided over by the Chair of the Board of Fire Commissioners or a designated representative.
- (c) At the hearing, the employee may show cause why he/she should not be terminated. The employee may bring one person to the hearing as an observer who is not allowed to participate in the hearing or interfere with its orderly process.
- (d) The Chair of the Board of Fire Commissioners or his/her designee will within a reasonable period of time issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. If the Chair of the Board of Fire Commissioners finds the charges credible, the termination may proceed. If the Chair of the Board of Fire Commissioners finds the charges questionable or insufficient for termination, the matter returns to the Fire Chief for further investigation or other disciplinary action short of termination.



MASON COUNTY FIRE DISTRICT #4

Layoff

- (a) The Fire Chief or his/her designee may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.
- (b) Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected.
- (c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.
- (d) Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

Resignation

An employee should provide a minimum of two (2) weeks notice of resignation. The Fire Chief or his/her designee may waive this time limit.