

POLICY: **Separation**
EFFECTIVE DATE: **03/23/22**
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POLICY

An employee who voluntarily separates employment with the District in good standing by providing adequate notice of separation, will be eligible for, and will be provided, those employee benefits due upon separation according to the appropriate District Policies and Practices.

RESPONSIBILITY

The **separating employee** is responsible for proper written notification to the Personnel Officer, District Manager or Chief, or the Chief's designees, of resignation and the return of District property on or before the last day worked.

The **District Manager** or **Chief** is responsible for making involuntary termination recommendations to the Board of Directors in consultation with the Personnel Officer.

It is the responsibility of the Board of Directors to make final involuntary termination decisions.

RESIGNATION PRACTICES

1. Resignations will be considered to be "in good standing" when an employee delivers a written resignation or termination form to the District Manager or Chief at least two (2) calendar weeks prior to the last day of work.
2. Insufficient notice of resignation is any notice less than two (2) calendar weeks prior to the last day of work and may be considered as grounds for refusal to re-hire.

INVOLUNTARY TERMINATION PRACTICES

1. An employee who has not completed the initial performance trial period is subject to termination at any time.
2. An employee who has completed the initial performance trial period will be subject to the disciplinary process.

VOLUNTARY TERMINATION PRACTICES

1. An employee who is absent from their scheduled work period for three (3) consecutive work periods without prior notification of the absence to the District Manager or Chief is subject to termination through the disciplinary process. If termination results, the termination is considered voluntary.
2. An employee who fails to request a Leave of Absence (LOA) extension prior to the end of a LOA or fails to return from an approved LOA, a Family and Medical Leave of Absence (FMLOA), a Military Leave of Absence (MLOA), or an Injury Leave of Absence (ILOA) may be terminated. If terminated for failure to request a LOA extension or for failure to return from an approved LOA, FMLOA, MLOA, or ILOA, the termination is considered voluntary.
3. An employee that does not attend sufficient training opportunities and/or be present for any designated work periods is subject to termination through the disciplinary process. If termination results from not attending sufficient training opportunities and/or being present for any designated work periods, the termination is considered voluntary.

EXIT INTERVIEW PRACTICES

Refer to Exit Interview Policy # 230.

RESCINDMENT OF RESIGNATION PRACTICES

With the approval of the Board of Directors, an employee may withdraw a resignation prior to the effective date of the resignation.

RELATED POLICIES

Organizational Structure 342
Leaves of Absence 442
Military Leaves of Absence 454
Family and Medical Leaves of Absence 463
Workers Compensation/Injury Leaves of Absence 484
Absences 506
Performance Improvement Counseling 618
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STATUTORY REFERENCES

RSMo §321.200.1

REVISION HISTORY

Revision Date	Author	Revision Details
March 23, 2022	Monte Olsen	Initial version

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