

# Grand Forks Fire Department

## Standard Operating Procedures

<b>SOP#</b> <b>100.09</b>	<b>Section</b> <b>Rules and Regulations</b>	<b>Title</b> <b>Resignations</b>
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<b>Effective date: 02/01/02</b>	<b>Implementation date: 02/01/02</b>	<b>Revision date:</b>

1. An employee is requested to provide at least two weeks' notice of an intent to resign from the department.
2. Notice of resignation shall be in writing and shall be delivered to the Director of Human Resources and the Fire Chief. The notice shall include the effective date of resignation and the reasons for leaving.
3. An employee's failure to comply with the notification requirements of this section will be considered, in any decision, to place the employee's name on the reemployment list and the possibility of rehiring the employee.
4. All resignations shall be deemed final when filed with the Director of Human Resources and no resignation may be withdrawn or rescinded after submission without the approval of the mayor.
5. The employee should contact the Human Resources department and/or the Finance department for information related to benefit options.
6. A resigning employee shall turn in all property issued by the department. An employee may be assessed a replacement cost for any item that is not returned or is returned damaged due to gross negligence, willful conduct, multiple incidents of negligence, or intentional destruction.
7. See also the applicable section of the Human Resources Handbook.