



ADMINISTRATIVE REGULATION

Resignations of Loveland Fire Rescue Authority Employees FESSAM #7B.9

Effective: 01/01/2016

I. POLICY:

In order to allow Loveland Fire Rescue Authority (LFRA) the opportunity to transition work and minimize the disruption caused by resignations, employees are requested to provide two weeks notice when resigning from employment.

II. PROCEDURE:

Notice and Acceptance

Although LFRA prefers written resignations, a supervisor may accept an employee's verbal resignation. All resignations should be directed to the employee's immediate supervisor and should include the last day the employee will report to work. Upon receiving a resignation, the immediate supervisor or Fire Chief will document its receipt and acceptance in writing. A copy of this acceptance will be sent to City of Loveland Human Resources and will become a part of the employee's file. Once accepted, a resignation may only be withdrawn with the permission of the Fire Chief.

Termination Date and Paid Leave

Paid leave time (i.e. vacation time, medical leave, banked medical leave, banked sick leave, floating holidays, comp time or other leave categories LFRA may adopt) may not be used to extend the last date of employment ("termination date") unless the LFRA Fire Chief approves the extension. An employee will not be paid for a designated holiday unless s/he is at work following that holiday.

Benefits

If the employee is eligible for LFRA sponsored medical, dental and vision benefits, his or her termination date will determine the date that this coverage will end. Depending on that date, coverage may extend through the end of the month or may continue into the following month. An employee should contact Human Resources for information on the benefit implications of his/her termination date. All other employment benefits cease on the date of termination of employment (i.e. short term disability, life insurance etc).

Employees enrolled in medical, dental, vision and/or medical flexible spending accounts will have the option to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Failure to enroll or pay premiums as required will result in the loss of COBRA coverage.



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Final Paycheck

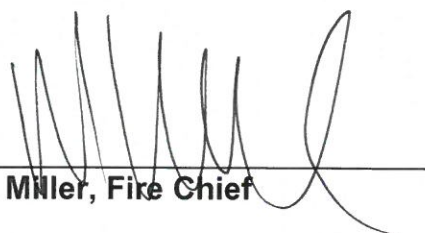
Two days prior to the employee's last day, the supervisor must forward a final time sheet, the completed Personnel Action Form (P.A.F.) and the letter of resignation, if any, to the City of Loveland Human Resources department so the final check can be processed. The final check will include compensation for time worked in the employee's final pay period, and if applicable, balances of compensatory time, accrued vacation, prorated floating holidays, banked sick leave.

Payroll personnel will automatically convert any banked sick leave balances allowable by the LFRA Medical Leave Administrative Regulation to vacation at the normal conversion rate of 2 to 1 up to the maximum allowable vacation leave balance. If the employee is eligible to receive a payout of banked sick leave, pursuant to LFRA's Medical Leave Administrative Regulation, the conversion will only occur when it benefits the employee. Please see Medical Leave Administrative Regulation for more information.

Exit Interview

It will be common practice for Human Resources to schedule an exit interview for regular employees at the time of resignation. The purpose of an exit interview is to provide the employee with an opportunity to confidentially express opinions about work life at Loveland Fire Rescue Authority. These interviews provide LFRA with valuable insights which it may use to create a better work environment for all employees.

LFRA FIRE CHIEF SIGNATURE:


Mark Miller, Fire Chief