

**Tempe Fire Department Policies and Procedures**  
**Retirement and Separation**  
**104.24**  
**Rev 12-7-04**

**PURPOSE**

In the event of separation from the Department for reason of retirement, long term disability, extended leaves of absence, termination (voluntary/involuntary), etc., the following procedure has been established. The purpose of this procedure is to make a member's separation from the Department as pleasant and expedient as possible.

Employees separating from the Tempe Fire Department shall:

1. Notify the Fire Chief, District Manager or Section Head of their anticipated separation.
2. The Personnel Chief will schedule an exit interview and provide them with information on the separation process. Notification should be made at least 30 days prior to anticipated separation

**SEPARATION CHECKLIST**

The separation checklist will provide a guide for all personnel leaving the Department. It must be completed by the member's direct supervisor and returned to the Fire Department Personnel Officer prior to final processing. It will then be placed in the separating members personnel file.

The checklist denotes all the areas the separating member needs to contact prior to separation, i.e.,

Fire Department Personnel Officer  
Tempe Firefighter Public Safety Retirement Board member  
City Benefits Office  
Credit Union/Banking Institution  
Health Center  
Local 493 Representative

Separation checklists will be available online.

In the case of voluntary separation, notifications should be made a minimum of 30 days in advance of the projected separation date. This will provide time for both member and Administration to prepare the required forms, and make all checklist contacts.