

PHOENIX FIRE DEPARTMENT
VOLUME 1 - Operations Manual
RETIREMENT AND SEPARATION
MP105.03 04/06 – R

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 Phoenix Fire Department shall:

1. Notify the Personnel Officer who will schedule them for an interview and provide them with information on the separation process. Notification should be made at least 30 days prior to anticipated separation if possible.
2. Notify the South Deputy/Section Head of their anticipated separation.

SEPARATION CHECK LIST

The separation checklist will provide a guide for all personnel leaving the Department. It must be completed 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
Resource Management
Retirement Board
City Benefits Office
Credit Union
Union
Health Center

Separation checklists will be available at each District Office and Information Services.

In case of voluntary separations, 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 required forms, request a final performance rating and make all check list contacts.

**CITY OF PHOENIX ARIZONA
FIRE DEPARTMENT
Separation/Retirement Check List**

Employee Name _____ Date of Separation/Retirement ___/___/___

Rank at Separation/Retirement _____ Reason for Separation Retirement
 Resignation
 Other

NOTE: This list of requirements is in the order of maximum convenience for the separating employee.

- Retirement Board requires 30 days advance notice
- Personnel Officer requires 2 weeks advance notice - Call (602) 262-7110.

1. **RETIREMENT BOARD:** 101 South Central, Suite 600 – (602) 534-4400.

Documents Necessary

Birth Certificate of Retiree	Birth Certificate of Spouse
Bank deposit slip if automatic deposit is desired	Sign retirement application forms
Call for pension estimates forms	Birth Certificate and Marriage License (if applicable) of children under 18 years of age

Signature of Retirement Board Secretary indicates completion of Retirement Board Requirements.

Signature of Retirement Board Secretary

_____/_____/_____
Date of Completion

2. **BENEFITS OFFICE:** 135 North 2nd Avenue, 4th Floor – (602) 262-4777

Insurance Documents

- Medicare card if 65 years of age or older

Signature of Resource Management representative indicates completion of Resource Management requirements.

Signature of Resource Management Representative

_____/_____/_____
Date of Completion

7. **FIRE DEPARTMENT PERSONNEL OFFICER:** 150 S. 12th Street – (602) 262-7110

- Turn in Fire Department ID Card
- Complete Departmental Retirement forms
- Turn in Fire Department Equipment Receipt
- Make arrangements for receipt of final salaries
- Obtain Fire Department Retiree ID Card if applicable
- Sick leave/vacation sell back

Signature of Personnel Officer indicates completion of Personnel requirements.

Signature of Personnel Officer

_____/_____/_____
Date of Completion

RETURN COMPLETED FORM TO FIRE DEPARTMENT PERSONNEL OFFICER FOR PERSONNEL FILE

_____/_____/_____
Date Returned

The following procedure is to be used as the exiting function for all Phoenix Fire Department personnel. The division in which the employee worked is responsible for the planning, ordering, etc.

1. Notification:

- A. Assistant Chief of the employees division
 - B. Division Head
 - C. District Battalion/Section
 - D. Local 493
 - E. City Department heads (depends on the level of exiting employee)
2. Plaque - (e.g. Axe, bugle, helmet, nozzle, mounted on a plaque) The preceding are available by DSR (Divisional Supply Request) through Fire Resource

(x27431). The time frame needed to fill a request is approximately two weeks, unless something has to be specially ordered, which may take additional time. Information needed for plaque is as follows:

- A. Employee Name
- B. Years of Service
- C. Badge Number
- D. Hire – Leave Date

DSR Info: Cost Center, the division where employee worked. GL Account is 520990.

3. Function - The following is a suggestion list only.
Food: Cake, punch, catered lunch, pot-luck
Location: Union Hall (1431 E. Dunlap), Training Academy, Great Room
Gift: Donations for group purchased gift
4. The following are to be handled by the exiting employees first level supervisor.
 - A. Notification to employees family to attend function.
 - B. Bucksip announcement - needs to be to Public Information Operations Center by 5 p.m. Monday of the week it is to appear.
5. Optional:
 - A. Photographer, x40953 - (may compile a photo history/collage of the employee's fire department career)
 - B. Speaker - e.g. boss, co-worker - acts as MC at the exiting function
 - C. "Roast" - Humorous incidents related