CZU PROCEDURES FOR MASS
FIREFIGHTER I SEPARATIONS

Firefighter Is separating from San Mateo & Santa Cruz Unit must complete the following steps:

1. The attached "Exit package" must be completed and reviewed by the Firefighters' Supervisor **prior** to signing out at Felton Headquarters.

2. In order to process timely pay, supervisors must submit meal reports and timesheets for separating FFIs in accordance with directives from the Personnel and Finance offices.

3. Firefighters will report to Felton Headquarters in **work uniform** at **0800 hours and are all expected to stay until 1200 hours,** unless directed otherwise by Battalion Chief Larkin. All separating Firefighters are compensated for 4 hours to allow time for the sign out process. The 4 hours *will not be reflected on the time sheet* but will be handled by the Personnel Office.

4. Firefighters will check in at the **Training Office** where they will be grouped and assigned check out times. The **Service Center** and **Personnel** will process each group as assigned by the Firefighter Coordinator. If a Firefighter is unable to sign out on their assigned date, they must contact Battalion Chief Larkin to schedule an appointment to complete their sign-out process.

5. **Bring a check or money order** for all pay meals, including pay meals consumed at other stations.

6. **COBRA Insurance** If you choose to enroll in COBRA Health, Dental, and/or Vision coverage, you will need to complete additional enrollment forms at the HQ Personnel office.

7. Last but not least – **BE PATIENT!** You will be here for the full 4 hours. Our staff is here to assist you with this lengthy process, but it goes more smoothly with a good attitude.

The Separation Package must be completed prior to signing out with Personnel.
Signatures required on the Exit Clearance Checklist include:
the Firefighter, **FFI Supervisor, Karen Healy,** and **Jim Fox**.

Use the CZU Check-Out Sheet to insure you have completed all the necessary paperwork and procedures in order to separate from employment.