



10.4. Termination. Unfortunately, there are certain instances when a supervisor must relieve an individual of their duties and status as an employee with the Mt. Rainier Pool Metropolitan Park District. All employment with the District is at-will and therefore, except as provided in Section 3.6.2, may be ended by either party with or without warning at any time.

10.4.1. Situations requiring termination may include, but are not limited to:

- (a). When an employee has received appropriate performance counseling and remains either unable or unwilling to take corrective action to address a significant performance issue.
- (b). When the employee has grievously or maliciously violated the law or District policy or rules of employee conduct.
- (c). When the employee exhibits extreme negligence that has or may cause harm to the District, themselves or anyone else.
- (d). When the District determines that termination of the employee is in the best interest of the District.

10.4.2. When the nature of a violation warrants termination, the supervisor should prepare a written report to the District General Manager. The written report should include:

- (a). The reason(s) for the termination;
- (b). Information on any previous performance counseling, warnings or corrective actions that may be relevant;
- (c). A brief summary of the employee's work record and length of employment with the District; and
- (d). Any other relevant information.

10.4.3. The District General Manager will review the report and support the supervisor in the termination process to ensure that all policies and applicable laws are followed. The written report shall be included in the employee's file.