



## RESIGNATION PROCEDURE FOR COUNTY EXTENSION AGENTS

*\*Upon resigning or retiring, an employee must do the following:*

1. Give the Area Extension Director 30-day written notice before the last working day.
2. Sign the Separation Sheet as provided by the Area Extension Director.
3. Send a letter to the County Extension Council and Program Council about your departure.
4. Verify with the treasurer that all funds are properly accounted for in the program account, and all related accounts. A Financial statement should be prepared, one filed in the office, the other sent to the Area Extension Director.
5. Send a list of all inventory, equipment and keys that were assigned to Agent showing that items have been turned into county/area, etc. Have the county contact agent (or other agent) sign the list for verification and return to the Area Extension Director by the last day of work.
6. Turn in all University identification cards to the Area Extension Director.
7. Complete all current reports and send before the last day of work. Leave all copies of reports and program work in the office files.
8. Submit leader lists, calendar of programs, and list of upcoming responsibilities to the Area Extension Director.
9. **It is required that the employee be in the office the last day of work.**
10. Complete [Employee Exit Checklist](#) with Area Extension Director.
11. Additional items/information as needed by Area Extension Director:

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Date All Above Items Are Complete

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Signature of Extension Employee Verifying Receipt of Items

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Signature of Area Extension Director

**\*An employee must leave in good standing to be eligible for future employment with the University. The checklists will be filed in the employee's personnel file.**