



## EFNEP Employee Termination/Resignation Check List

Name: \_\_\_\_\_ Last Day of Work: \_\_\_\_\_

County: \_\_\_\_\_

**Completed by EFNEP State Office:**

- \_\_\_\_\_ 1. Remove from all list serves
- \_\_\_\_\_ 2. Remove from color chart for “What Do You Think?” postcards
- \_\_\_\_\_ 3. Remove name from Educator Database; update NPS County Info
- \_\_\_\_\_ 4. Remove birthday from Office Calendars
- \_\_\_\_\_ 5. Remove address labels from label book
- \_\_\_\_\_ 6. Update web page information
- \_\_\_\_\_ 7. Inform Joy Bauder, Laura Barrera, Ellen Hughes, Sue Sidinger, Judy Barth, Debby Weitzel and Kathie Reynolds, of change in staff

**Completed by NPS:**

- \_\_\_\_\_ 8. Inform other educators
- \_\_\_\_\_ 9. Supervisor destroy P-Card
- \_\_\_\_\_ 10. Supervisor sends all remaining records to state office or transferred to another educator
  - \_\_\_\_\_ a. Calendar
  - \_\_\_\_\_ b. Participant records
  - \_\_\_\_\_ c. Volunteer records
  - \_\_\_\_\_ d. Youth records
  - \_\_\_\_\_ e. Teaching records
  - \_\_\_\_\_ f. Entry/Exit forms
  - \_\_\_\_\_ g. Evaluation forms
- \_\_\_\_\_ 11. Supervisor schedule phone call with EFNEP State Office manager to discuss how each currently enrolled participants will be addressed.
- \_\_\_\_\_ 12. Using the EFNEP Supply Checklist, collects supplies from educators and returns to EFNEP State Office.