



**EFNEP**

**COLORADO STATE UNIVERSITY  
EXTENSION**



### **EFNEP Termination/Resignation Protocol**

- When an educator is terminated or resigns, the EFNEP State Office and that educator's supervisor (NPS) work together to close out the position.
- For the state office:
  - The state office will initiate the process by sending the Employee Termination/Resignation checklist (on pg 2 of this document) and educator materials list to the supervisor
  - The state office completes items 1-8 on the checklist
  - The state office files completed checklist in the employee's county file
- For the NPS:
  - As soon as possible after receiving a resignation, notify the EFNEP State Office.
  - Secure resignation in writing from educator. This written document should include:
    - Signature of educator.
    - Date of memo.
    - Date of last day of work.
    - A statement that reads, "I resign my position effective \_\_\_\_\_."
  - NPS, sends resignation letter to Ellen and state office.
  - As soon as possible, schedule a meeting with educator to discuss current class series; determine which of these groups the educator will be able to complete before they leave their position and which will need to be finished by another educator. Make a concrete plan for how all enrolled participants will be able to complete their class series. Secure all participants and agency documents and contact information.
  - After receiving the checklist from the state office, the NPS completes items 9-11
  - Supervisor returns all materials to the state office
  - Supervisor cuts up the pcard
  - Supervisor alerts the county director and agency partners
  - Supervisor makes plans to cover the classes and agencies left by the educator