



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

RESIGNATION PROCEDURE FOR COUNTY EXTENSION AGENTS

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

1. Give the District Director 30-day written notice before the last working day.
2. Sign the Separation Sheet as provided by the District Director.
3. Send a letter to the County Extension Council and Program Council about your departure.
4. Verify with the treasurer of the program account and any other accounts that all funds are properly accounted. A Financial statement should be prepared, one filed in the office, the other sent to the District Director.
5. Send a list of all inventory, equipment and keys that were assigned to him/her 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 District Director by the last day of work.
6. Turn in all University/USDA identification cards to the District Director.
7. Complete all current reports and send before the last day of work. Leave all hard copies and disks of reports and program work in the office files.
8. Submit leader lists, calendar of programs, and list of upcoming responsibilities to the District Director.
- 9. It is required that the employee be in the office the last day of work.**
10. Other, explain:

Date All Above Items Are Complete

Signature of Extension Employee Verifying Receipt of Items

Signature of District Director

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