

FAIRS AND EXPOSITIONS  
CEO SEPARATION CHECKLIST

**PART I – TO BE COMPLETED BY BOARD CHAIR**

Name: Last	First	MI	SSN (Last 4 Digits) <b>XXX-XX-</b>	Position Number
Last Date Worked	Separation Date	Program Contact	Program Contact Phone	

**PERMANENT EMPLOYEE**

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Resignation (Attach copy of Resignation Letter) | <input type="checkbox"/> Lay Off                              | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Retirement                                      | <input type="checkbox"/> Other - On file with Human Resources |                                   |
- Check if lump sum is to be paid out of the position.

**CHECKLIST**

**Check ALL Applicable Items are Completed the Last Day of Separation or Last Board Meeting**

- Passwords for computer, alarm, safe, bank accounts, emails, small vendors, CFSA, credit cards, and phone system are collected
- Office keys, vehicle keys, and fairground keys given to Board Chair. Be sure and collect all sets.
- Cell phone(s), laptop(s), computers are given to Board Chair.
- WFA badge is returned. If applicable.
- Bank cards, gas cards, and Purchasing Cards (P-Cards) are returned to Board Chair.
- Calculate Leave Liability and provide to CDFA HR. This can be done prior and the check provided at the last board meeting. Work with CFSA to finalize payment as well.

**Next Day:**

- Borrowed maintenance equipment is collected by the Board Chair
- Bank accounts and designated people are changed- Signature Cards.
- Submit SO-8 to CDFA HR and Financial Services.
- Passwords and passcodes to alarm, computer, bank accounts are changed.
- Notify CDFA HR and F&E.
- Final Travel Expense Claims are submitted to the DAA.
- Building locks are changed (if put on ATO first).
- CEO is escorted by Board Chair to office to collect personal items. Only supervised computer access is advised.
- Call all vendors with fair charge account and make appropriate changes. May need to submit a written letter to the vendor notifying of the change.
- Change the voice mail.

**Notify CDFA HR of separation date immediately after the separation. They will begin working on last payment, and pay within 48 hours**

- SO-8                      Original to HR and one copy to Financial Services.
- STD 634                  Original to HR.

Board Chair Signature

Print Name

Date