

TERMINATION STEP CHECKLIST

Once an employee has submitted their resignation or an employee is terminated, please make sure to follow these steps:

1. _____ Email a copy of the written resignation letter, notice of retirement or termination letter immediately upon receipt so that if it is payroll cutoff time, an employee isn't overpaid.
2. _____ Communicate any leave used by the employee during the month in which the termination is happening.
3. _____ Complete a JUSTICE termination form and send to support.justice@nejudicial.gov.
4. _____ For non-trial court employees, contact IT (its-technicalsupport@nejudicial.gov) so email and network accounts can be disabled. IT will also need to gather state equipment (cell phone, tablet, computer, etc.)
5. _____ Send a Request to Fill Vacancy Form to NSC.CourtHiring@nejudicial.gov for all Court related hiring or to NSC.ProbationHiring@nejudicial.gov for all probation related hiring. A new employee packet will be sent to the Supervisor/Hiring Manager once the Form has been received.
6. _____ Collect Keys, ID's, etc., from the Employee.
7. _____ For employees with access to JUSTICE, SCALES, etc., disable access at end of last day.
8. _____ Remove employee from all bank signature cards (if applicable).

Once the Request to Fill Vacancy Form has been approved, a Personnel Officer will post the internal notice and post it on the State's Job Site.

Contacts:

For all court related hiring email: NSC.CourtHiring@nejudicial.gov.

For all probation related hiring email: NSC.ProbationHiring@nejudicial.gov.

JUSTICE BA's - support.justice@nejudicial.gov

NSC IT - its-technicalsupport@nejudicial.gov

Request to Fill Vacancy (RTFV)

Submit Court related positions to nsc.courthiring@nejudicial.gov

Probation related positions to nsc.probationhiring@nejudicial.gov

Job Title _____ Position Number _____ or New Position

District/Court _____ Pay Grade _____ FTE Status _____

Current/Last Employee in Position _____

Vacancy Date _____ Reason _____

Supervisor _____ (Is this a change? No Yes Previous? _____)

Primary Location _____ (Is this a change? No Yes Previous? _____)

Additional Locations _____

(This could be for traveling locations [covering multiple towns], if they are able to choose their primary location; this will also be advertised in these locations as well)

Requesting to select candidate from Requisition # _____

Requesting other vacant positions to be posted with this vacancy.

Position Numbers: _____

*ALL RTFV must be sent together to be listed in the same posting.

**All positions MUST be the SAME type: Job Classification and FTE status.

***Position Locations can be different, if that is the only difference.

Extra Description or special wording for this position? Could include “preferred qualifications” or if this position will specialize in a certain area and needs more description. (specifics: M/F/both, Juvenile/Adult, Specific hours of work, especially part-time positions, other _____)

Name of Requestor

Signature

Date

Approval

Signature

Date

REQUEST TO REMOVE AUTHORITY FOR JUSTICE USER ID

1. County Name: _____
2. Court: ____ County Court ____ District Court ____ Separate Juvenile
3. Employee Name: _____
4. JUSTICE User ID: _____
5. Effective Last Day of Employment in your court: _____
6. Did Employee have Pass Thru access to other counties? _____
(List all counties) _____
7. Will Employee still be employed in the court system? ____ Yes ____ No (For JBE Purposes)
8. Did this Employee have a state e-mail account? ____ Yes ____ No
9. Did this Employee process e-filings? ____ Yes ____ No
10. Additional Comments: _____

Date: _____

Requested By: _____

Phone Number: _____

Send to: support.justice@nejudicial.gov