

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

Position Title: _____ District #/Court _____

Position Number: _____ Location/Specific Address: _____

Name of Person Vacating Position: _____

Effective Date: _____

Reason for Hiring (*check one*): New Position Filling Vacancy

Is any part of this position federally funded? Yes No

Reason for vacancy (*check one*):

Promotion - new title and effective date _____

Transfer - Internal (within NSC) _____

Transfer - External (another state agency) _____

Resignation - date _____

Termination - date _____

Request to pull from existing pool of applicants Yes No

Requisition #: _____ Position #: _____

Additional Posting Sources: _____

Designated Hiring Managers: _____

Position Duties:

Salary: _____ Pay Grade _____

Impact (Includes the following issues: safety considerations; employees available for redistribution of work; consequences of not filling position; duties required to keep office/program operational/ statutory requirements):

Hiring Manager
(Please print clearly)

Date

Administrator Approval

Date

Complete form and send to:

NSC.CourtHiring@nejudicial.gov for all Court related hiring

NSC.ProbationHiring@nejudicial.gov for all probation related hiring

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