

19.000 TERMINATION

19.100 Resignation

- A. Notice of an employee's resignation should be made in writing to the department head. Upon receiving notice of an employee's resignation, the department head must:
 - 1. notify the local payroll clerk, the respective Departmental Chief Justice, the Office of the Commissioner of Probation (in case of Probation Officers) and forward a copy of such notice to the Office of Court Management;
 - 2. ensure that resigned employees are expeditiously and properly cleared of accountability for Trial Court property, are changed to inactive status on Trial Court records, receive or remit all monies due to or from them, and receive information concerning benefits as may be appropriate, including information on how to continue their insurance coverage through the Group Insurance Commission. A Group Insurance notice is contained in Appendix C, Form F22; and
 - 3. complete the Employee Checkout List (Appendix C, Form F10).
- B. The payroll clerk or Office of Court Management, as applicable, will process the employee's final check, including processing vacation pay in lieu of time off owed to the employee pursuant to Section 8.500 (c) of this Manual and/or the applicable collective bargaining agreement and will be responsible for deducting all monies due to the Trial Court from the employee's final paycheck or for notifying the Office of Court Management if there are problems with processing the employee's final check.

19.200 Discharge

- A. An employee of the Trial Court discharged for cause, except those discharged due to the exhaustion of all sick time and leave benefits as a result of a long-term illness, shall not be eligible for hire within the Trial Court.
- B. The discharge of an employee (not including Judges, Clerks, and Registers of Probate) must be made in accordance with the provisions of Section 16.000 of this Manual.
- C. Employees discharged for cause may or may not be entitled to

compensation in lieu of earned and accrued but unused vacation, compensatory, or personal time depending upon the circumstances surrounding the discharge. The department head should contact the Office of Court Management for further information on this issue.

- D. Employees who are discharged are subject to the Employee Checkout List and exit interview, if appropriate.

19.300 Exit Interview

- A. The purpose of the exit interview is to reduce turnover by gaining information which will result in improved working conditions and improved supervision. The exit interview is optional for employees.
- B. The exit interview should be conducted by the department head unless otherwise indicated by the Court Administrator.
- C. The exit interviewer should schedule and conduct exit interviews as soon as possible after receiving notice of an employee's resignation or discharge.
- D. The exit interviewer should make a record of the interview on the Exit Interview form (Appendix C, Form F11) and forward the original of such form to the Office of Court Management, and in the Case of Probation Officers, the Office of the Commissioner of Probation.

19.400 Death of an Employee

- A. The department head will contact the next of kin to arrange for the delivery of the deceased employee's personal belongings and to provide a summary of the survivor's benefits.
- B. The department head will notify the Office of Court Management if it appears that the employee's death arose out of or in the course of employment.
- C. The department head will contact the local payroll clerk who will obtain the summary of survivor's benefits from the Human Resources Department.

19.500 Retirement

- A. Upon receiving notice of an employee's retirement, the department head must:
 - 1. notify the local payroll clerk, the respective Departmental Chief

Justice, the Office of the Commissioner of Probation (in case of Probation Officers) and forward a copy of such notice to the Office of Court Management;

2. ensure that retired employees are expeditiously and properly cleared of accountability for Trial Court property, are changed to inactive status on Trial Court records, receive or remit all monies due to or from them, receive information concerning benefits as may be appropriate, including information on how to continue their insurance coverage through the Group Insurance Commission. A Group Insurance notice (Appendix C, Form F22) must be given to the employee at the time of his/her retirement; and
 3. complete the Employee Checkout List (Appendix C, Form F10).
- B. The payroll clerk or the Office of Court Management will process the employee's final check, including processing vacation pay in lieu of time off and sick leave buy back owed to the employee pursuant to Sections 8.500(c) and 8.603(c) of this Manual and/or the applicable collective bargaining agreement and will be responsible for deducting all monies due to the Trial Court from the employee's final paycheck or for notifying the Office of Court Management if there are problems with processing the employee's final check.