

**A. OBLIGATIONS EMPLOYEES HAVE TO THE COURT UPON SEPARATION:** All separating employees have certain obligations to the Court:

1. A resigning employee should submit a written resignation to their Division Head at least ten (10) working days before the planned effective date of the resignation, unless the timeframe has been modified or waived by the Division Head. Failure to provide such timely notice could jeopardize consideration for future employment with the Court and shall void payment of any EIB leave incentive pay as provided in Rule 403(H).
2. The employee shall adhere to checkout procedures as outlined by the Court Administrator. Failure to comply may result in a delay in the issuance of an employee's final paycheck and may delay processing of returns from the appropriate retirement system. Checkout procedures to be completed by a separating employee shall include but not be limited to:
  - a. Return of all equipment and supplies which have been furnished by the Court to the designated administrative section or unit charged with their maintenance. This includes, but is not limited to: keys, identification cards, clothing, etc.;
  - b. Pay back of any financial obligations outstanding such as educational reimbursement, travel advances, personal telephone expenses, etc.;
  - c. The Court Administrator, Division Head, Presiding Judge or designee may conduct exit interviews at the time of separation from Judicial service. The exit interview will afford the employee an opportunity to receive information pertaining to separation benefits (if any), benefits conversion and/or continuation, repayment of outstanding debts and/or return of Court property. Employee suggestions, complaints and questions may also be discussed.
3. An employee who separates employment with the Court within one (1) calendar year of receipt of educational reimbursement will return 100% of monies received for the course or will arrange with the Division to have that amount withheld from the final paycheck.
4. An employee shall work the two (2) weeks prior to resignation unless other arrangements are made with the Division Head.

**B. CALCULATION OF SEPARATION PAY:**

An employee who is detailed to a higher position at the time of separation shall be returned to his/her previous position as of the effective date of separation and shall be paid for accrued PTO leave hours at the rate of the previous position.