

**STATE OF NORTH CAROLINA**  
**JUDICIAL BRANCH OF GOVERNMENT**  
 North Carolina Administrative Office of the Courts  
 Human Resources Division  
 P.O. Box 2448, Raleigh, NC 27602

Courier Box 56-10-50

Phone: (919) 890-1100  
 Fax: (919) 890-1906

**SEPARATION FROM EMPLOYMENT**

**Instructions:** Please read instructions on Page Two. Please return completed form to Human Resources.

**I. EMPLOYEE INFORMATION**

Name Of Employee	Social Security Number (last four digits)	Department/Division
Home Address (if different than what is in Integrated HR-Payroll System, check here: <input type="checkbox"/> )	Effective Date Of Separation	Last Day Worked
	Work Telephone Number	Home Telephone Number

**II. HIRING AUTHORITY INFORMATION**

**Reason for Separation/Resignation** (please check appropriate reasons)

<input type="checkbox"/> Transferred to Another Judicial Branch Office Name of Office: _____	<input type="checkbox"/> Dismissed - Unsatisfactory Performance (could not perform job duties)*
<input type="checkbox"/> Transferred to State/County Agency or University/College Name of Agency: _____	<input type="checkbox"/> Dismissed - Gross Inefficiency (could perform job duties, but inefficiently)*
<input type="checkbox"/> Better Employment (private company)	<input type="checkbox"/> Dismissed - Conduct (refused to do job, violated policy, attendance issues, dishonesty, etc.)*
<input type="checkbox"/> Personal Reasons (care for family member, moved, education, unhappy with job, etc.)	<input type="checkbox"/> Involuntary Separation (employee's services are no longer needed, employment-at-will)
<input type="checkbox"/> Temporary Appointment Ended	<input type="checkbox"/> Time-Limited (Grant/Contract) Appointment Ended
<input type="checkbox"/> Retirement	<input type="checkbox"/> Not Re-Elected
<input type="checkbox"/> Death	<input type="checkbox"/> Appointment Ended
<input type="checkbox"/> No Reason Given (refused to provide/allowed to resign in lieu of termination)	<input type="checkbox"/> Other (explain): _____

\*If the reason for separation is dismissal for disciplinary reasons, Page Three of this form must be completed and signed by the hiring authority. This is due to a revision of the state personnel law (G.S. 126-23, effective October 1, 2010). That statute requires the NCAOC to maintain a record of each employee with certain information that is open to public inspection, including (among other things) the written notice of the final decision setting forth the specific acts or omissions that are the basis of a disciplinary dismissal. See the instructions for the hiring authority on Page Two of this form.

**Please check the appropriate box for each of the following:**

Yes	No	N/A	Explain any No responses to the right of the item.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Time/Leave entered, saved, and approved in the Integrated HR-Payroll System?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All security articles returned? (ID swipe cards, office keys, desk keys, parking pass, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Termination of employee's security access completed through IDWeb?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCAOC Procurement Services notified to revoke all on-line legal research access codes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work manuals/reference manuals left in office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status report on current projects submitted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All assigned equipment/credit cards/calling cards returned and/or secured? (PC, laptops, palm pilots, calculators, state issued car, cell phones, pager, state issued credit cards, state issued telephone calling cards, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All outstanding travel expense reports submitted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

**NCAOC HR USE ONLY**

CATC       TIME EVAL  
 CATS\_DA     NCID  
 PT\_BALOO

Date Submitted	Signature Of Supervisor Or Hiring Authority	Name Of Supervisor Or Hiring Authority (type or print)
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**I have read and agree with the information stated above.**

**Employee was not available for signature.**

Employee Signature	Date
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## INSTRUCTIONS

**TO ASSURE PROMPT PAYMENT IN THE APPROPRIATE AMOUNT, PLEASE NOTIFY THE NCAOC HUMAN RESOURCES DIVISION OF SEPARATIONS AT THE EARLIEST POSSIBLE TIME.**

### I. EMPLOYEE INFORMATION

#### Effective Date of Separation:

##### For Elected/Appointed Officials

Position	Reason for Termination	Effective Date
Justice Judge District Attorney Clerk of Superior Court Magistrate	Expiration of term	Date of expiration of term or date the qualified successor takes the oath, whichever is last
Appellate Defender Public Defender Capital Defender Juvenile Defender	Retirement, resignation or death	Date of event
	Formal removal from office	Date of removal from office

##### For All Other Permanent Positions

The effective date of separation for an employee working in any other permanent Judicial Branch position is the last day worked or date of death.

##### Exceptions:

###### Holidays

If the last day of the month is a holiday and the employee is in pay status through the last available workday, the employee shall also receive pay for the holiday (*the last available workday must be fully covered by actual work time or paid leave status*).

###### Retirement

When an employee is separating due to service retirement or early retirement the employee may exhaust accumulated approved leave and in such cases the effective date of separation is the last day of leave.

###### Leave Without Pay

When the employee is eligible for Leave Without Pay the effective date of separation is the day on which the leave is exhausted.

##### For Temporary Employees

The effective date of separation is the last day worked.

##### Final Pay Check

Depending on when the separation action is completed by NCAOC-Human Resources, the final pay check, as well as any payment for leave balances, may be a paper check. These checks are issued from the Office of the State Controller on the last workday of the month and are sent to the home address on file in the Integrated HR-Payroll System for the employee. If the employee is a temporary employee, the final payment will be issued approximately two weeks after the last day of work.

##### Reconciliation of Overpayments

If for any reason an employee is overpaid, action will be taken by the Financial Services Division to retrieve the overpayment amount.

### II. HIRING AUTHORITY INFORMATION

#### When you are notified of a pending employee separation/resignation:

1. Immediately notify Human Resources to avoid an overpayment of salary and:
2. On or before the employee's actual last work day, complete this form and mail or fax to Human Resources along with any resignation letter and/or other written documentation of separation.
3. Please check the appropriate reason for the separation/resignation. This information will help the Human Resources staff assess the effectiveness of our compensation and management systems. If unsure of the appropriate reason, please contact your Salary Administration Specialist. If employee is transferring to another agency, it is imperative that Human Resources is aware of this so that the separation/resignation is processed appropriately. See paragraph below if the reason is a disciplinary dismissal.

#### Disciplinary Dismissal Based on Specific Acts or Omissions

If separation is due to a disciplinary dismissal based on specific acts or omissions, the third page of this form must be completed and signed by the hiring authority. This is due to a revision of the state personnel law (G.S. 126-23, effective October 1, 2010). That statute requires the NCAOC to maintain a record of each employee with certain information that is open to public inspection, including (among other things) the written notice of the final decision setting forth the specific acts or omissions that are the basis of a disciplinary dismissal. If Page Three applies, write a brief, factual statement of the specific acts and omissions that were the basis of the disciplinary dismissal. Other information remains confidential under the statute; do not include extraneous background, personal opinions, or other confidential information. **Do not mail Page Three to the employee. NCAOC Human Resources will do so after reviewing this entire form. Any request for inspection of personnel records should be referred to NCAOC Human Resources.**

(Over)

**FINAL DECISION OF DISMISSAL**

*Date*

*Employee Name*

Dear \_\_\_\_\_:

This constitutes your written notice of the final decision of dismissal from employment with *(name of office)*

\_\_\_\_\_ for disciplinary reasons, the basis of which was the following acts and omissions:

Please be aware that as specified in G.S. 126-23, this notice is open to public inspection by any person who so requests.

*Signature Of Hiring Authority*

*Name Of Hiring Authority (type or print)*