



## ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
187 HARRY S. TRUMAN PARKWAY  
ANNAPOLIS, MARYLAND 21401

**Pamela Harris**  
State Court Administrator  
410-260-1295

August 25, 2020

Judiciary Employee  
101 Court Street  
Appeals, MD 12345

Dear Judiciary Employee:

### **Welcome to the Maryland Judiciary!**

This letter is to confirm our offer and your acceptance of employment with the Maryland Judiciary, in the Regular position of \_\_\_\_\_ with the \_\_\_\_\_. Your salary offer is \$\_\_\_\_\_ annually, which is contingent and subject to state funding allocation. Your official start date is September 9, 2020.

Please complete and forward the Demographic Data Form (see attachment) to [OES@mdcourts.gov](mailto:OES@mdcourts.gov) within two (2) days from the date of this letter. If you are unable to send the document by this date, please contact Employment Services at 410-260-1731.

### **Required Paperwork:**

Please visit the Maryland Judiciary New Employee Website at <http://www.mdcourts.gov/hr/neoindex> to **print the required orientation paperwork prior to your start date, and bring the paperwork with you on the first day you report to work.** Federal law requires all employers to verify the identities and work authorizations of all employees. This requirement applies to all individuals hired, regardless of race, nationality or ethnicity. Therefore, you will need to bring to the orientation sufficient documentation to complete the I-9 (Employment Eligibility Verification) form and verification of dependents, if applicable. Under Federal Law, if you cannot produce sufficient documentation to complete the I-9 within three days of your appointment date, you may be subject to termination.

### **Onboarding:**

You will receive a brief onboarding on your first day of work to ensure that all of the necessary paperwork has been completed and that you have had the opportunity to review the various benefits available to you as a Judiciary employee. On your first day of work, please report to your normal work location, unless otherwise specified by your Supervisor.

**Orientation:**

You will be required to complete the New Employee Orientation (NEO), which is offered online. You will be automatically registered for the online NEO within your first five (5) days of employment. It is required that the course be completed within your first 60 (sixty) days of employment. Please see your supervisor for additional information.

A mandatory New Employee Technology Orientation (NETO) will be offered on your second day of work. This comprehensive course provides a technical overview and hands-on experience regarding the fundamental functionality of the software applications utilized by the Maryland Judiciary. You will receive additional information regarding logistics for NETO from your supervisor on your first day.

Please note that new employees are subject to a six-month probationary period, during which time your performance will be reviewed. Although you will earn annual leave during this six-month period, as a probationary employee you will not be permitted to use the leave until that period is over. You will, however, be permitted to use any sick or personal leave earned during the six-month period in accordance with Judiciary Human Resources policy. Please note that during your probationary period, you are considered an “at-will” employee, which means that either you or the Judiciary may terminate the employment relationship at any time, with or without cause for any reason that is not illegal or unconstitutional.

This position is an exempt position and therefore not eligible to receive cash overtime compensation in accordance with the Fair Labor Standards Act. However, per Judiciary Human Resources policy, this position may be eligible to earn compensatory leave.

**We look forward to having you as part of the Maryland Judiciary.** If you have any questions relative to your employment with the Maryland Judiciary, please contact the Talent Acquisition Team at 410-260-6551.

Sincerely,

Joe Doe  
Talent Acquisition Partner

cc: Suzie Smith, Hiring Manager