

# STATE OF NORTH CAROLINA

JUDICIAL BRANCH OF GOVERNMENT  
 Human Resources Division  
 P. O. Box 2448  
 Raleigh, NC 27602

## EMPLOYEE CERTIFICATION OF AGGREGATE SERVICE

Courier Box 56-10-50  
 HumanResources@aoc.nccourts.org

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

**NOTE:** See reverse side for definition of creditable service.

Name Of Employee

Position Classification

Social Security No. (last 4 digits only)

Department/Division

### CERTIFICATE OF SERVICE

I began my present **permanent** employment with the Judicial Branch of Government on *(month, day and year)* \_\_\_\_\_, and I hereby certify that I do not have any work experience prior to that time which will qualify towards my aggregate service.

I began my present **permanent** employment with the Judicial Branch of Government on *(month, day and year)* \_\_\_\_\_, however, I do have prior work experience which may qualify towards my aggregate service. That work history is as follows:

Department/Agency (Job Title/Address/Phone)	Inclusive Dates (Month, Day, Year)		Hours Authorized Per Week	LWOP Dates (Month, Day, Year)	
	From	To		From	To

**NOTE:** The above service will be verified with employing agency by the AOC Human Resources Division.

Date	Name Of Employee (Type Or Print)	Signature Of Employee
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## CREDITABLE SERVICE

All of the following work experience is creditable as aggregate service in meeting the eligibility requirement for the Judicial Branch Service Awards Program. The types of service listed may or may not, however, be applicable to vacation leave provisions or entitlement to longevity pay. Policies governing amounts and rates of vacation leave and entitlement to longevity pay vary according to the classification or statutory provision relating to the employee's current and prior positions.

**JUDICIAL BRANCH SERVICE:** Service as an elected or appointed official, or as a statutorily appointed employee, and all regular, trainee, or probationary employment, whether full-time or part-time.

**EXECUTIVE BRANCH SERVICE:** All full-time or part-time (half-time or over) permanent, trainee, probationary or provisional employment, whether subject to or exempt from the State Personnel Act.

**GENERAL ASSEMBLY:** Except for Legislative Interns and Pages, all of the time, both permanent and temporary, of the employees is counted; and the full legislative terms of the members.

### **OTHER SERVICE:**

- (1) Employment with other governmental units which are now State agencies. Examples: Judicial System (including all of the various county and city courts which were abolished by the Judicial Department Act of 1965), county highway maintenance forces, and War Manpower Commission.
- (2) Authorized military leave from any of the governmental units for which service credit is granted, provided the employee is reinstated within the time limits outlined in the State military leave policies.
- (3) Employment with the county Agricultural Extension Service; Community College System and the public school system of North Carolina, with the provision that a school year is equivalent to one full year (credit for a partial year is given on a month-for month basis for the actual months worked). If the school year is September 1 to May 30, an individual who is employed September 1 to May 30 is credited 12 months; while an individual who is employed January 1 to May 30 is credited 5 months.
- (4) Employment with a local Mental Health, Public Health, Social Services, or Emergency Management agency in North Carolina, if such employment was subject to the State Personnel Act.

**NO CREDIT IS GIVEN FOR TEMPORARY SERVICE EXCEPT FOR TEMPORARY SERVICE IN THE GENERAL ASSEMBLY.**