

# Pre-Retirement Planning and Benefits

---



- Director of Human Resources
  - Lee Robinson
- Deputy Director of Human Resources
  - Jennifer Boswell
- Manager of Employment Services
  - Karen Fary

# Employment Services Team

- Responsible for new employee onboarding
- Facilitates annual open enrollment of benefits
- Assists with completing health benefit and retirement paperwork
- Facilitates Judges Pre-Retirement Seminar



# Retirement Process

- Steps to retirement for Judges

Twelve months prior to retirement:

- Attend a Pre-Retirement Seminar
- Request an estimate of benefits with Social Security



# Retirement Process

## Six months prior to retirement:

- Schedule an appointment with State Retirement to discuss retirement options
- Contact Human Resources to confirm benefit eligibility as a retiree



# Retirement Process

## Three months prior to retirement:

- Request and submit retirement paperwork to Human Resources
- Submit a formal letter of retirement to Governor and copy
  - Chief Judge, Court of Appeals
  - Chief Judge, District Court (District Court Judges only)
  - State Court Administrator
  - Human Resources
- Send application for certification for recall as a Senior Judge to Chief Judge
- Send a written request for Senior Judge designation to the Chief Judge Court of Appeals, and the Clerk Court of Appeals
- Contact Social Security to file for benefits if you or your spouse is 65 or older



# Pre-Retirement Seminar

## Speakers:

- State Retirement Agency – Laura Gorrell
- Employee Benefits – Cheryl Hill
- Social Security – Jack Freel
- Maryland Supplemental Retirement – Angela Anderson
- Designation as a Senior Judge – Marti Robinson



# Contacts

- Karen Fary – Manager, Employment Services  
410-260-1289  
[karen.fary@mdcourts.gov](mailto:karen.fary@mdcourts.gov)
- Jennifer Boswell – Deputy Director Human Resources  
410-260-3765  
[jennifer.boswell@mdcourts.gov](mailto:jennifer.boswell@mdcourts.gov)
- Lee Robinson – Director Human Resources  
410-260-1205  
[lee.robinson@mdcourts.gov](mailto:lee.robinson@mdcourts.gov)

