

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The program is a confidential counseling and referral service that assists employees in resolving personal and work related issues.

### **EDUCATIONAL ASSISTANCE PROGRAM**

The MD Judiciary provides financial assistance for qualified courses of study to all eligible employees.

### **PROFESSIONAL DEVELOPMENT PROGRAMS**

The MD Judiciary offers development and certification opportunities such as Court Professional Certifications, Paralegal Program, Leadership Conference and Lending Library.

### **PAYROLL ONLINE SERVICE CENTER (POSC)**

POSC allows you secured online access to pay stub history (12 rolling months), W-2 information (3 year history), address update capability, direct deposit updates and W-4 withholding changes.

### **STATE EMPLOYEE CREDIT UNION (SECU)**

Judiciary employees are eligible to join the SECU. SECU offers free checking with interest, low rates, and other special member discounts. Employees can join with a \$10 deposit into a savings account.

### **COLLEGE SAVINGS PLANS**

The College Savings Plans of Maryland offers two plan options that will allow you to set aside funds to pay for the education of your children.

### **FREE PARKING**

Available at most Judiciary locations.

### **COST OF LIVING ADJUSTMENTS (COLA)**

Cost of living adjustments are granted when approved by the Chief Judge of the Court of Appeals.

### **SALARY STEP INCREMENTS**

Employees who have successfully completed probation and have received an acceptable performance evaluation could be eligible for a yearly salary increment. Requires prior approval from the Chief Judge, Court of Appeals.

#### **Health Benefits**

[www.dbm.maryland.gov](http://www.dbm.maryland.gov)

(click on Health Benefits)

#### **Group Term Life**

[www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

(group name: State of Maryland)

#### **Accidental Death & Dismemberment Insurance**

[www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

(group name: State of Maryland)

#### **Long Term Care Insurance**

[www.prudential.com/gltc](http://www.prudential.com/gltc)

(group name: maryland; password: marylandltc)

#### **State Retirement and Pension System**

[www.sra.state.md.us](http://www.sra.state.md.us)

#### **Maryland Supplemental Retirement**

[www.marylanddc.com](http://www.marylanddc.com)

#### **Maryland Judiciary Quick Links**

[www.mdcourts.gov/hr](http://www.mdcourts.gov/hr)

Health Policies  
Leave Retirement

#### **Central Payroll**

<http://compnet.comp.state.md.us>

- Direct Deposit
- POSC

#### **College Savings Plans**

[www.collegesavingsmd.org](http://www.collegesavingsmd.org)

#### **State Employee Credit Union**

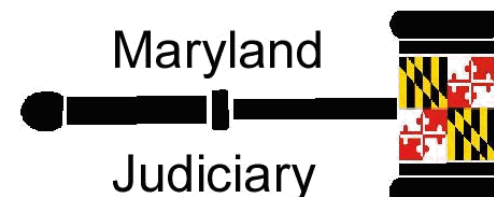
[www.secumd.org](http://www.secumd.org)

#### **OFFICE OF EMPLOYMENT SERVICES**

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**It Benefits You!**

Maryland Judiciary  
Human Resources Department  
Office of Employment Services  
580 Taylor Avenue, A-1  
Annapolis, Maryland 21401  
410-260-1731  
410-974-2849 (fax)  
410-260-1734 (job line)  
[www.mdcourts.gov/hr](http://www.mdcourts.gov/hr)

## **BENEFITS OVERVIEW**

The Maryland Judiciary offers a comprehensive and generous benefits package as well as other work-life enhancements to regular employees:

- Benefit Options
  - Health/Vision
  - Prescription
  - Dental
- Group Term Life Insurance
- Accidental Death & Dismemberment (AD&D)
- Long Term Care Insurance
- Flexible Spending Accounts (FSA)
- State Retirement and Pension System (SRPS)
- Supplemental Retirement Options
- Alternative Work Schedule (AWS)
- Telework Program
- Paid Leave
  - Annual
  - Sick
  - Personal
  - Holiday
- Leave Donations/Leave Bank
- Family Medical Leave (FMLA)
- Employee Assistance Program (EAP)
- Professional Development Programs
- Payroll Online Service Center (POSC)
- State Employees Credit Union (SECU)
- College Savings Plans
- Free Parking at most locations
- Cost of Living Adjustments (COLA)
- Salary Step Increments

## **HEALTH BENEFIT OPTIONS**

A wide range of medical plans are available to employees and eligible family members may participate.

- 2 – Preferred Provider Organizations (PPO)
  - 3 – Point of Service Providers (POS)
  - 3 – Exclusive Provider Organizations (EPO).
- The state subsidy is 80-85%. [Vision benefits are included in the medical plan.](#)

## **PRESCRIPTION PLAN**

Administered by Catalyst Rx, all enrolled employees and eligible family members may participate.

## **DENTAL BENEFIT OPTIONS**

United Concordia has two dental plans from which to choose -- Dental Preferred Provider Organization (DPPO) and Dental Health Maintenance Organization (DHMO).

## **GROUP TERM LIFE INSURANCE**

Employee may purchase coverage in \$10,000 increments up to \$300,000. Dependant coverage can be purchased in \$5,000 increments up to 50% of the employees elected amount.

## **ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE (AD&D)**

Employee may purchase individual or family coverage in increments of \$100,000, \$200,000, or \$300,000.

## **LONG TERM CARE INSURANCE**

Employees may choose to cover themselves and/or eligible legal spouse, parents or in-laws, grandparents, and children age 18 or over and their spouses. Eight plan options are available.

## **FLEXIBLE SPENDING ACCOUNTS**

An account that allows you to set aside pre-tax dollars to pay for qualified healthcare or dependent daycare expenses.

## **STATE RETIREMENT AND PENSION SYSTEM (SRPS)**

Employees are automatically enrolled in the plan when they begin employment. A 7% contribution is automatically deducted from employee's payroll check. All plan members qualify for a one-year Survivor's Benefit.

## **SUPPLEMENTAL RETIREMENT**

Administered by Nationwide Retirement Solutions, plans offered are 401(k) and 457(b).

## **ALTERNATIVE WORK SCHEDULE (AWS)**

AWS allows employees to work a variety of flexible schedules, while meeting the operation needs of the Judiciary. Flex-time and three compressed work week alternatives are available. Supervisor approval is required.

## **TELEWORK PROGRAM**

Telework is a work-life alternative, which allows employees to work from a remote location, when appropriate and with management approval.

## **PAID LEAVE**

Annual	10-25 days per year (base on years of service)
Personal	6 days per year (pro-rated)
Sick Leave	15 days per year
Holidays	11-12 days per year

## **LEAVE DONATIONS/LEAVE BANK**

The leave bank and leave donation programs were established to minimize economic hardship to employees who are suffering from serious and prolonged illnesses. Employees may elect to join the leave bank by donating 8 hours of leave during the enrollment period.

## **FAMILY MEDICAL LEAVE (FMLA)**

The FMLA permits an employee time off from work for the birth of a child, to care for the newborn; the placement of a child for adoption or foster care; a serious health condition of the employee or the employee's parent, spouse or child. FMLA grants job-protected time off from work to employees who meet the FMLA's eligibility requirements.