



Benefits for Salaried Employees

We offer a very comprehensive benefits package for full-time and part-time salaried (20 and 30 hours/week) employees.

Annual (Vacation) Leave

Paid time off is available to eligible employees. Leave is accrued based on a calculation that includes years of service and hours worked per week.

Sick Leave

Paid time off for illness is available to eligible employees. Leave is accrued based on the numbers of hours worked per week.

Holidays

All staff - including part-time salaried employees – receives paid 12 holidays (13 during a Presidential Inauguration year).

Personal Leave

All staff receives an additional four (4) full days of leave per year, to be used like Annual Leave.

Other Paid Leave

We offer administrative leave for **Professional Development** to attend seminars, workshops, conferences and other training events, and generous **Educational Leave** after one year of salaried employment to attend accredited courses or pursue an on-line MLS degree without having to use Annual Leave. If you're called to **Jury Duty**, we pay your full day's pay while you're out; if you take time off for **Bereavement Leave** for covered family members, you receive up to three (3) days without having to use Annual or Sick Leave. We offer **nine (9) other kinds of paid administrative leave as well**.

Health Benefits

We offer you choices of one of three (3) **medical plans**; a **prescription** and **vision** plan (and subsidize the premiums at a generous %); a choice of two (2) **dental** plans. Spouses and eligible dependents (up to age 25) have subsidized coverage at the same percentages. Employee contributions are made on a pre-tax basis. At this time, employees who retire from the Library may continue their health benefits, some of which are subsidized by the Library.

Security Plans

The Library provides **Life and AD&D Insurance at no cost** to staff members in the amount of two (2) times their annual salary, rounded to the nearest thousand, up to a maximum of \$150,000; retirees from the Library are provided this same benefit. Staff members have the option of applying for optional insurance which are employee paid such as **Accident Insurance** as well as **Permanent Whole Life Insurance**, which is available for themselves, their spouse and children and grandchildren. **Short Term Disability** and **Long Term Disability** plans are available to staff to supplement their Sick Leave and other disability benefits. **Critical Illness Insurance** may provide a lump sum payment when you are diagnosed with certain critical illnesses. Of course, **Workers' Compensation** and **Unemployment Insurance** are provided to staff members at no cost.

Savings Plans

Employees of PGCMLS are enrolled in the **Pension Plan** provided by the Maryland State Retirement Agency (SRA) and contribute percentage of your earnings for retirement benefits. You may begin participation in one of the two tax deferred **Annuity Plans** through payroll deductions or join the **Credit Union** (ESFCU) at any time.

Other Benefits

Employee Assistance Program (EAP) offers free confidential counseling 24/7 with licensed counselors to staff and members of their households; it includes **Free Legal and Financial Referral Services**. There are **Paid Meal Periods** when working a shift that ends at 7 pm or later and on Saturdays and a **Paid Break** for every four hours worked. The list goes on... **Direct Deposit** of pay; **Group Legal Insurance**; **Discount Books and Other Media**; **Free Notary Services** to employees and retirees; free **Parking**; free uniforms for eligible employees; and more!

This sheet is intended as a summary only; actual benefits are covered in detail in official plan documents which take precedence over any statement made in writing or by any person. The County/Library reserves the right to change prospectively providers, service companies, specific benefit provisions, monthly costs, or amend or terminate the plans, or any provision thereof, prospectively, upon written notification to participants. Pension benefits are dictated by Maryland law. Terms and conditions of employment are subject to negotiation with the union