



# BENEFITS OVERVIEW

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

## HEALTH

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

- Two Preferred Provider Organizations (PPO)
- Two Exclusive Provider Organizations (EPO).
- One Integrated Health Model (IHM)

The state subsidy is 80-85%. *Vision benefits are included in the medical plan.*

## Prescriptions

Administered by CVS Caremark, all enrolled employees and eligible family members may participate.

## Dental

United Concordia -- Dental Preferred Provider Organization (DPPO) and Delta Dental (DHMO).

## TERM LIFE INSURANCE

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

## ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

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

## FLEXIBLE SPENDING ACCOUNTS

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

## STATE RETIREMENT AND PENSION SYSTEM

Employees are automatically enrolled in the plan when they begin employment. A 7% contribution is automatically deducted from the 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).

## WORK/LIFE BALANCE

### Alternative Work Schedule

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

### Telework

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

## LEAVE

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

### Leave Bank

The leave bank program was 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.

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

## **EMPLOYEE ASSISTANCE PROGRAM**

The program is a confidential counseling and referral service that assists employees in resolving personal and work related issues. This requires supervisor's referral.

## **TUITION REIMBURSEMENT PROGRAM**

The MD Judiciary provides tuition reimbursement for qualified courses to eligible employees.

## **JUDICIAL COLLEGE**

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

## **PAYROLL ONLINE SERVICE CENTER**

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**

With a \$10 deposit, Judiciary employees can join SECU which offers free checking with interest, low rates, and other special member discounts.

## **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.

## **SALARY INCREASES**

Salary increments and cost of living adjustments are approved by the Chief Judge for eligible employees.

## **JUDICIARY EMPLOYMENT SERVICES**

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## **STATE EMPLOYEES' WEBPAGES**

### **Health Benefits**

dbm.maryland.gov  
(click on Health Benefits)

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

sra.state.md.us

### **Maryland Supplemental Retirement**

marylanddc.com

### **Central Payroll**

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

- Direct Deposit
- POSC

### **College Savings Plans**

collegesavingsmd.org

### **State Employee Credit Union**

secumd.org