



PRINCE GEORGE'S COUNTY
MEMORIAL LIBRARY SYSTEM
www.pgcmls.info

Benefits for Salaried Employees

We offer a very comprehensive benefits package - even to our part-time salaried employees - and a casual but professional work environment.

Annual (Vacation) Leave Your very first year you are eligible for almost three weeks of leave (over 14.5 days); after you are employed for only three years, the amount of leave is increased to over four and a half weeks (22.75 days); and after you are employed 15 years, you accrue over five weeks (26 days) of leave a year. Annual leave is accrued by our part-time employees (20 & 30 hours/week) as well; it is prorated. And if you've worked as a salaried employee in a public library in the United States which provided annual leave accrual, you can have your years of service with that library counted when we calculate years of service for the amount of annual leave you'll accrue at our Library System under certain circumstances.

Sick Leave Immediately upon hire, you start accruing Sick Leave which amounts to over three weeks a year (15.8 days). Sick Leave is given to our part-time employees (20 & 30 hours/week) as well; it is prorated. There is no limit to the amount of Sick Leave you can accrue and unused Sick Leave is reported to the Maryland State Retirement Agency (SRA) to count towards creditable service when you retire. And if you've held a position in another Maryland state-aided public library which participates in the SRA plans, you can have your sick leave balance transferred to our Library under certain circumstances.

Holidays All staff - including part-time salaried employees - get 11 holidays (12 during a Presidential Inauguration year). If you're not scheduled to work the day of the holiday, you still get to take a day off (used like Annual Leave).

Floating (Personal) Leave Staff get an additional three (3) full days of leave a 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** (almost 19 work days a calendar year) after only 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 when you are on Jury Duty, and you keep the stipend given to you by the court; if you take time off for **Bereavement Leave** for covered family members, you get paid for up to three (3) days without having to use Annual or Sick Leave; and we offer **nine (9) other kinds of paid administrative leave**.

Health Benefits We offer the choice of one of three (3) **medical plans** (and subsidize the premiums at 73-78%; a **prescription** and **vision** plan (subsidized at 88%), and the 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. Our **Employee Assistance Program** (EAP) offers free confidential counseling 24/7 with licensed counselors to both staff and members of their households.

Security Plans The Library provides free **Life Insurance** 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, as well as free **Accidental Death & Dismemberment** coverage. Staff members have the option of applying for **Permanent Whole Life Insurance** for themselves, their spouse and children, and even grandchildren. **Short Term Disability** and **Long Term Disability** plans may be 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 free of charge.

Savings Plans Employees of PGCMLS are enrolled in the **Pension Plan** provided by the Maryland State Retirement Agency (SRA) and contribute only a very small percentage for retirement benefits. They 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 **Paid Meal Periods** when working a shift that ends at 7 pm or later and on Saturdays; a **Paid Break** for every four hours worked; **Direct Deposit** of pay; **Group Legal Insurance**; **Discount Books and Other Media**; **Free Notary Services** to employees and retirees; **Free Legal and Financial Services** through our EAP program; free **Parking**; free uniforms for eligible employees; the possibility of voluntarily working on Sundays for extra pay; 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.

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PGCMLS does not discriminate on the basis of race, color, ancestry or national origin, sex, religion, age, marital status, disability or perceived disability, occupation, political opinion, personal appearance, sexual orientation, genetic information or any other prohibited basis in employment or the provision of services. Any reasonable request for employment information in an alternative format will be accommodated; contact Human Resources.