**PLYMOUTH COUNTY SHERIFF’S DEPARTMENT**

**SUMMARY OF BENEFITS**

**Personal Days:** Three paid days per fiscal year, depending on date of hire.

 Date of Hire: Personal Leave Days:

 July 1 – Sept. 30 3 paid leave days

 Oct. 1 – Dec. 31 2 paid leave days

 Jan. 1 – March 31 1 paid leave days

 April 1 – June 30 0 paid leave days

**Vacation:** 1 to 4 ½ years of service: 2 weeks

 4 ½ to 9 ½ years of service: 3 weeks

 9 ½ to 19 ½ years of service: 4 weeks

 Over 19 ½ years of service: 5 weeks

 The vacation year begins on July 1st, and service shall be credited on the following

 June 30th. Prorated for part time employees.

**Sick Leave:** 1 ¼ days (10 hours) for each complete month of service for full time employees.

 Part time employees earn 1 hour of sick time for every 30 hours they work.

**Holidays:** Eleven (11) paid holidays per year. Prorated for part time employees.

**Bereavement**

**Leave:**  Paid bereavement leave may be granted to employees for a period not to exceed five

 (5) consecutive calendar days for immediate family.

**Civic Duty**

**Leave:**  Employees summoned for Jury Duty shall be granted a leave of absence with pay from

 time lost from their regular work schedule while on said Jury Duty upon presentation

 of the appropriate summons to the Department Head by employees.

**Military Leave:** Up to seventeen (17) days off per year with pay to attend annual military training with

 the National Guard or Reserve Unit.

**Workers’**

**Compensation:** Disability payment and medical expenses are provided to those employees that are

 injured on the job.

**Insurance**

**Coverage:** Comprehensive insurance benefits are available with coverage provided by the Group

 Insurance Commission (GIC). Dental/Vision Insurance benefits (available for State

 Employees who are not covered by collective bargaining); Life Insurance and Long Term

 Disability is also available through the GIC.

**Health Insurance Guidelines**

New employees must enroll in the plans within ten (10) calendar days of hire. The Group Insurance Commission (GIC) benefits begin on the first day of the month following sixty (60) days or two (2) full calendar months of employment, whichever comes first.

Yearly “Open Enrollment” for any employee who would like to change their health insurance plan or enroll in the GIC may do so during Annual Enrollment April-May. All changes are effective on July 1st.

Coverage ends on the last day of the following month from your termination date. Coverage for children terminates as follows for adult children:

Health: 26 years

Dental: 26 years

**Flex Spending**

**Accounts:** Health Care Spending Accounts and Dependent Care Assistance Programs are available

 through the GIC. The GIC’s Flexible Spending Accounts (FSAs) and Dependent Care

 (DCAP) are administered by ASIFlex. Enrollment in ASIFlex follows the same guidelines

 as Health insurance.

**Tuition**

**Remission:** Tuition Remission is available to full time state employees and their spouses. An

 employee must have six (6) months of full time or equivalent part time service with

 The Commonwealth to summit Tuition Remission.

**Family Medical**

**Leave Act**

**(FMLA):** FMLA provides for twelve (12) weeks of unpaid leave from work for personal or

 immediate family medical issues. You are eligible for FMLA leave if you:

 Have worked for employer for at least twelve (12) months.

 Have worked at least 1250 hours during the 12 months immediately preceding the start

 of your leave.

**Step Increases:** Step increases occur yearly from time of hire or promotion (12 months), on the first day

 of the following month. For each pay grade there are 7- 10 steps, depending on

 the grade. Pay rates are listed annually, daily and hourly.

**Short-Term Disability Insurance, Accident Indemnity Plans,**

**Personal Cancer Indemnity Plans**

These plans are offered through the following companies:

**AFLAC**

Contact Person:

Andrea Knox, Agent

12 North Street

Fairhaven, MA 02719

Direct line: 508-817-6751

Customer service:

Fax:

andrea\_knox@us.aflac.com

**COLONIAL LIFE**

Contact Person:

Scott J. Curtis, Benefits Counselor

134 Warren Avenue

Harvard, MA 01451-1614

Direct line: 978-729-3563

Customer service: 800-325-4368

Fax: 978-456-3573

scott.curtis@coloniallife.com

**Massachusetts State Retirement Board**

Membership in the system is mandatory for nearly all state employees who are regularly employed on

a part time (minimum of half time) or full time permanent basis. If you are regularly employed in the performance of duties for the state you are considered a member in service. You remain a member in service until you separate from service. All members in service make mandatory pre-tax contributions through payroll deductions. Members contribute a percent of their regular compensation based upon when they joined a retirement system in Massachusetts. State law mandates the contribution rate.

**SMART PLAN**

**Massachusetts Deferred Compensation**

Deferred Compensation Plan 457-C (IRS Tax Code) through Smart Plan-Massachusetts Deferred

Compensation. This is a retirement saving plan that allows eligible employees to supplement any

Existing retirement and pension benefits by saving and investing pre-tax dollars through a voluntary

Salary contribution.

Contact Person:

Michael Richardson, Retirement Plan Counselor

255 Bear Hill Road

Waltham, MA 02451

Direct line: 781-879-7595

Customer service: 877-457-1900

Fax: 781-890-2919

[www.mass-smart.com](http://www.mass-smart.com)

michael.richardson@empower-retirement.com

**Worker’s Compensation**

Contact Person:

Michael Ratajczak, PCSD Agent

HRD, Workers’ Comp Unit

1 Ashburton Place, 3rd Floor

Boston, MA 02108

Office: 617-878-9804

Fax: 617-727-8331

michael.j.ratajczak@state.ma.us

**Employee Assistance Program**

**RESPOND**

Law Enforcement and Family Member Employee Assistance Program:

Treatment Programs, corrections Expertise

Referral Network, Stress Management

Alcohol/Substance Issues

Work/Family issues

Emergency Situations for Immediate Response

24 Hour, 7 Day Accessibility

Crisis Interventions

Contact Person:

Gary Ouillette, Director

Direct line: 508-274-5184

 508-844-1800

**COBRA**

**(Consolidate Omnibus Budget Reconciliation Act of 1986)**

Cobra Insurance enables qualified, recently separated employees to continue their group coverage by assuming responsibility for the total premium (plus an administrative fee) for their coverage.

Cobra provides short term (up to 18 months) health insurance coverage for former employees, retirees, spouses and dependent children, for temporary continuation of health insurance benefits following termination of employment, separation from employment, and between job status.

Post termination employees have a sixty (60) day option to enroll in a COBRA health insurance plan.

Ex-spouses are eligible for up to 36 months following remarriage of former husband/wife.