



MANAGEMENT – NON-REPRESENTED EMPLOYEE SPECIFIC BENEFITS

ANNUAL:

Accrual: Accrues based on regular hours paid

0-3 years = 5.39% (14 days)

3-15 years = 7.32% (19 days)

15-25 years = 9.24% (24 days)

>25 years = 11.55% (30 days)

Extra ½ Day: Employees who have more than one year of service since their most recent date of hire and use “no sick” leave during an entire one-half leave calendar year shall earn one-half extra annual day, up to one full day per leave calendar year. “No sick” leave excludes sick bereavement leave.

Anticipation: After 30 calendar days of service since most recent date of hire.

Maximum Carryover: 45 days - Amounts above the maximum can be used in the first seven pay periods of next year; excess carryover converts to sick (up to maximum sick).

Payout: Upon separation all earned, unused absence quota is paid.

SICK:

Accrual: Accrues based on regular hours paid; 5% (13 days).

Anticipation: After 30 calendar days of service since most recent date of hire.

Maximum Carryover: 300 days - Amounts above the maximum are lost at end of leave calendar year.

HOLIDAY

Monday shall be recognized as a holiday for all holidays occurring on a Sunday, and Friday for all holidays occurring on a Saturday for those employees on a normal Monday through Friday work week. For other than these employees, the holiday shall be deemed to fall on the day on which the holiday occurs.

1. New Year’s Day
2. Martin Luther King Jr. B-day
3. President’s Day
4. Memorial Day

5. Juneteenth
6. Independence Day
7. Labor Day
8. Columbus Day

9. Veteran’s Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Christmas Day



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RETIREMENT

State Employees' Retirement System (SERS)

As an employee for a SERS participating employer, you are now enrolled in a “hybrid” retirement plan, in the A-5 class of service. This means that a portion of your retirement benefit will come from a defined benefit pension plan that features guaranteed monthly payments and a portion will come from a defined contribution investment plan, the value of which is determined by the amount of money you earn from your personal investment choices.

You have 45 days during which you are able to switch to a different class of service in the hybrid plan or give up the defined benefit portion of your benefit all together and switch to a straight defined contribution plan option. SERS will mail you a welcome package within your first two weeks of employment. Included in this package is a comparison of your retirement plan options and features and highlights providing additional information on the defined benefit pension plan and defined contribution/investment plan. This packet contains vital information, so please read the entire packet carefully. You also will receive a letter from Empower Retirement about the defined contribution portion of your retirement.

**Cadets enrolled in the Ross Leffler School of Conservation are enrolled in the A3/A4 class of service Defined Benefits Plan, not the Hybrid A5/A6 plan.

The SERS welcome package will contain a beneficiary designation form, which you must complete and return by mail to SERS. Please review all of the information carefully and direct your questions about retirement to SERS at 800.633.5461.

PEBTF HEALTH BENEFITS

- Available Benefits on **Day 1:**
 - Medical
 - Mental Health & Substance Use Program
 - Full Prescription Drug Benefits available to purchase
 - Option to enroll eligible dependents (buy-up)
- Available Benefits after **30 days:**
 - Eligible dependents covered
 - Full Prescription Drug Benefits (no buy-up)
 - Supplemental Benefits
 - Dental | Vision | Hearing Aid
- Medical Plan Cost is based on percentage of biweekly gross base salary:

WITHOUT GET HEALTHY WAIVER	WITH GET HEALTHY WAIVER
July 2023-June 2026 5.50%	July 2023-June 2026 2.75%
June 2026-June 2027 6.0%	June 2026-June 2027 3.0%

- State Employee Assistance Program (SEAP) available to:
 - Employee, Spouse, Significant Other, Dependent Children, Adult Children, Family Members, and Other Household Members, to name a few. The Commonwealth has a broad definition of family members.