

11. **EMPLOYEE ASSISTANCE PROGRAM (EAP)**: This is a service for employees to help handle unresolved personal problems. The service is provided by Dr. Donnelly at 410-742-7160.

12. **FLEXIBLE SPENDING ACCOUNT**: The FSA Program allows you to pay for payroll deducted out-of-pocket medical expenses & dependent/child care on a pre-tax basis, resulting in lower taxes and higher take-home pay.

13. **PARKING**: Free parking is available to all County employees.

14. **BANKING**: Payroll checks are drawn on M & T Bank. Wicomico County employees are eligible for membership with SECU, the State Employees Credit Union. Direct Deposit is available with any bank, multi-banks or with a County issued bank PayCard.

15. **BLOOD BANK**: Group Membership is available through the County. Also covers family members of the employee's household.

16. **United Way**: Contributions for the United Way of the Lower Eastern Shore may be set up thru payroll deduction.

Should you have any questions regarding benefits afforded by the County, please contact:

Department of Human Resources

P.O. Box 870

125 N. Division St.

Salisbury, MD 21803-0870

PHONE: 410-334-3105

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WICOMICO COUNTY GOVERNMENT Employee Benefits

Department of Human Resources

Welcome to employment with Wicomico County. In addition to your salary, an important part of your compensation is the County's Benefit Plan. The following is a brief description of benefits available to all eligible regular full-time employees and eligible regular part-time employees scheduled to work 20 or more hours per week through the fiscal year. Specific information in the actual benefit description document will take precedence over any information contained herein.

1. **HEALTH INSURANCE:** **Optional** health insurance through BCBS is available beginning the first of the month after 30 days of employment. Employee contributions to the plan are based on employee's choice of coverage. The policy includes medical, prescription, vision and dental coverage. (Pre-tax deduction)

2. **WORKERS COMPENSATION:** All County employees are immediately covered by the County's Worker's Compensation Policy at no cost of premium to the employee.

3. **DEATH BENEFIT:** After one year of service, in the event of death of a County employee, the beneficiary will receive an amount equal to the previous year's salary. There is no cost to the employee.

4. **LONG TERM DISABILITY INSURANCE:** Disabled employees will receive 60% of their salary beginning six months from the date of disability until they are deemed able to return to work or reach full social security benefit eligibility. Coverage begins the first of the month after 30 days of employment. The County pays the entire premium.

5. **VOLUNTARY TERM LIFE INSURANCE:** Additional **optional** term life insurance is available thru employee paid post-tax payroll deduction. Includes coverage for employee, spouse and dependent children up to maximum age limits.

6. **SICK LEAVE:** Full-time employees will be granted 12 workdays per year (8.00hrs per month) sick leave. Part-time employees will receive a pro-rated portion based on the number of hours worked. A maximum of 130 workdays (1040 hours) of normal sick leave can be accumulated, prorated for part time employees.

7. **VACATION LEAVE:** Full-time employees will be granted vacation leave as follows based on years of service:

Years 0 through 2 - 10 work days per year (6.66hrs per month)

Years 3 through 8 - 12 work days per year (8.00hrs per month)

Years 9 through 16 - 16 work days per year (10.66hrs per month)

Years 17 and on - 20 work days per year (13.33hrs per month)

Part-time employees will receive a pro-rated portion based on the number of hours worked. A maximum of 45 workdays (360 hours) of vacation leave can be carried over from one calendar year to the next., prorated for part time employees.

8. **PERSONAL LEAVE:** Full-time employees are provided with 2 days (16.0hrs) of personal leave on Jan. 1st of each calendar year. New employees will receive 1 hour of personal leave for each month remaining, including the month of hire in the calendar year. Part-time employees will receive a pro-rated portion based on the number of hours worked. Personal leave does not accumulate.

9. **PENSION PLAN:** It is a condition of employment that all benefited employees are enrolled in the County's "Defined Benefit" pension plan. A bi-weekly deduction will begin on the first pay of the month following hire date. The employee has a one-time option of buying the service to hire date at hire. The employee's share is 5.625% of annual salary divided by 26 for a bi-weekly deduction. (Pre-tax deduction)

10. **DEFERRED COMPENSATION:** All full-time employees have the opportunity to tax defer a portion of their income through the 457(b) Plan. During the annual budget process the County Council approves a percentage match by the County.