Leave Time Non-Bargaining Unit Employees

Sick Leave – 12 days per year

Personal Leave – 4 days per year

Compensatory Time is only available for non-exempt employees

Vacation for Exempt Employees (legal staff & managers)
0-9 ½ years of service – 20 days per year
After 9 ½ years - 25 days per year

Vacation for Non-Exempt Employees (non legal staff)
0-9 ½ years of service - 15 days per year
After 9 ½ years – 20 days per year
After 19 ½ years - 25 days per year

Leave Time Bargaining Unit Employees

Sick Leave – 15 days per year (MOSES)
15 days per year (NAGE)

Personal Leave – 4 days per year

Vacation –
0-4 ½ years service: 10 days per year
4 ½ years – 9 ½ years – 15 days per year
9 ½ years – 19 ½ years – 20 days per year
After 19 ½ years – 25 days per year

Parental Leave – An eligible employee may take up to 20 weeks of parental leave for the birth, adoption or foster placement of a child. An employee on an approved parental leave shall receive 30 days paid leave at any time during the Parental Leave. To be eligible for Parental Leave, an employee must have worked for the AGO for at least 3 continuous months prior to the commencement of the leave, and must be regularly scheduled to work at least 18.75 hours per week.

HOLIDAYS

The state observes the following paid holidays:

January 1: New Year’s Day
3rd Monday in January: Martin Luther King Day
3rd Monday in February: President’s Day
3rd Monday in April: Patriots Day
Last Monday in May: Memorial Day
July 4: Independence Day
1st Monday in September: Labor Day
3rd Monday in October: Columbus Day
November 11: Veterans Day
4th Thursday in November: Thanksgiving
December 25: Christmas Day

Human Resources
One Ashburton Place
18th Floor
Boston, MA 02108
(617) 963 – 2039
AGO employees are appointed by and serve at the pleasure of the Attorney General. Employees who are members of collective bargaining units may be subject to specific rules, regulations, or responsibilities and may have different or additional benefits as defined by their Collective Bargaining Agreement.

Full-time employees are those employees with an approved work schedule of 37.5 hours per week. Part-time employees are those employees with an approved work schedule of fewer than 7.5 hours per day or an approved work schedule of fewer than 37.5 hours per week. Part-time employees receive benefits on a pro-rated basis. Individuals who have a regular work schedule of fewer than 18.75 hours per week will not receive benefits.

Bi-Weekly Pay Cycle
- 10 Day bi-weekly pay cycle
- Required to have direct deposit
- Net pay deposited into checking and/or savings
- Each payday employees receive a pay advice which can be accessed through PayInfo – web based program that allows employees to access their payroll information through the internet.

Health Insurance Benefits
In conjunction with the Commonwealth’s Group Insurance Commission, the following benefits are offered to regular employees who work at least 18.75 hours per week. For new employees coverage begins on the first day of the month following 60 calendar days from the date of employment, or two calendar months, whichever comes first. Family Coverage will require proof of marriage for spouse and birth certificates for dependent children.

Health Insurance Plans
- Fallon Health Direct Care **
- Fallon Health Select Care
- Harvard Pilgrim Independence
- Harvard Pilgrim Primary Choice **
- Health New England **
- NHP Prime-Neighborhood Health **
- Tufts Health Navigator
- Tufts Health Spirit **
- UniCare State Indemnity/Basic
- UniCare State Indemnity/Community Choice **
- UniCare State Indemnity/Plus

**Indicates a GIC Limited Network Plan

Dental & Vision
- MetLife
  - Classic Plan
  - Value Plan
- Davis Vision

Life Insurance (Basic and Optional)
- $5,000 Basic Life Insurance offered with health insurance plan
- May enroll in Optional Life Insurance for a coverage amount of up to 8 times the employees salary

Long Term Disability
- 90 days disabled – up to 50% of monthly gross pay
- Premiums based on age and income

Health Care Spending Account
- Employees can pay for certain non-covered health related expenses with before tax dollars
- Maximum amount - $2,500 per year
- Minimum amount - $500 per year
- Payroll deduction

Dependent Care Assistance Program
- Employees can pay for certain dependent care expenses with before-tax dollars
- Maximum amount - $5,000 per year
- Payroll deduction

Transportation Benefit
- Payroll deduction – Parking & Transit
- Administrator www.benstrat.com

Extended Illness Leave Bank (EILB)
- Used when an employee experiences a serious injury or illness; voluntary program
- Must donate leave time annually to maintain enrollment

Employee Assistance Program
- Benefit available to employees and dependents
- Wide range of services
- Professionally trained counselors
- No cost to employees

Deferred Compensation (SMART Plan)
- Provided by Great-West Retirement Services
- Meant to supplement employees at retirement
- Pre-taxed deduction
- Minimum contribution - $10 per period
- Maximum contribution - $16,500 per year

Massachusetts State Retirement Board
State employees do not contribute to Social Security. All employees participate in the Commonwealth’s retirement system administered by the State Retirement Board. New employees’ contribution is 9% of gross wages – income over $30,000.00 is an additional 2%. Employees transferred from another state agency will stay at the same rate

Tuition Remission
- After 6 months of full-time service, employees and their spouses are eligible
- State school or Community College
- Employees may receive partial to full tuition remission (except for fees, books, and materials)

METRO Credit Union
- Membership information on the website www.metrocu.org_ATM in lobby of One Ashburton

For questions, please contact:
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Director of Personnel Administration & Compensation
Email: Darlene.Puleo@state.ma.us
Phone: (617) 963 - 2039