

Leave Time

Sick Leave – 12 days per year*

*Contract/hourly employees are entitled to earn and use up to 40 hours of paid sick time per calendar year under the Earned Sick Time Law.

Personal Leave – 4 days per year

Vacation Leave – Employees are either “exempt” or “non-exempt” employees under the Fair Labor Standards Act and in accordance with the AGO’s classification of their positions.

- **For Exempt Employees** –
0-9 ½ years of service – 20 days per year
After 9 ½ years - 25 days per year
- **For Non- Exempt Employees** –
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

Compensatory Time – Only available for non-exempt employees.

Leave Time Bargaining Unit Employees

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

Personal Leave – 3 days per year

Vacation Leave-

- 0-4 ½ years of 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

* Union employees may be eligible to apply for accelerated leave accruals based on prior service. See Collective Bargaining Agreement for additional information.

Parental Leave – Eligible employees 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 will 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: Patriot’s Day

Last Monday in May: Memorial Day

June 19th: Juneteenth

July 4: Independence Day

1st Monday in September: Labor Day

2nd Monday in October: Columbus Day

November 11: Veteran’s Day

4th Thursday in November: Thanksgiving

December 25: Christmas Day

Benefits Summary



Human Resources
One Ashburton Place
18th Floor
Boston, MA 02108
(617) 963-2029

The AGO is pleased to offer a generous benefits package to its regular employees who work a minimum of 18.75 hours per week. The following is an overview of the payroll, benefits, and leave information.

Benefits are available to AGO employees who 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 37.5 hours per week. Part-time employees receive benefits on a pro-rated basis. Part-time employees who have a regular work schedule of fewer than 18.75 hours per week do not receive benefits.

Bi-Weekly Pay Cycle

- Employees are paid bi-weekly.
- Direct deposit is required.
- Net pay is deposited into designated checking and/or savings account(s).
- Bi-weekly pay advice may be accessed online through PayInfo and/or AGO Time & Attendance.

Health Insurance Benefits

In conjunction with the Commonwealth's Group Insurance Commission (GIC), the following benefits are offered to regular employees who work at least 18.75 hours per week. For new employees, coverage is effective on the first of the month following 60 days of employment. Employees who do not enroll in a health insurance plan when first eligible, may enroll during annual Open Enrollment. Coverage will begin July 1 following annual Open Enrollment. Family Coverage will require proof of marriage for spouse and birth certificates for dependent children.

Health Insurance Plans

- Harvard Pilgrim Primary Choice **
- Harvard Pilgrim Independence
- Health New England **
- Mass General Brigham Health (formerly AllWays Health Partners)**
- Tufts Health Plan Spirit **
- Tufts Health Plan Navigator
- 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 provided with enrollment in GIC health insurance.
- Optional Life Insurance offered as a voluntary benefit (may elect up to 8 times annual salary).

Long Term Disability

- Long-term disability program offered by MetLife.
- Program provides income replacement of unable to work for 90 consecutive days due to illness or injury.
- Benefit includes tax free income replacement of 55% monthly gross pay.
- Premiums are based on age and income.

Health Care Spending Account

- Employees may pay for certain non-covered health related expenses with pre-tax dollars.
- Maximum amount - \$3,050 per year.
- Minimum amount - \$250 per year.
- Payroll deduction plus small admin fee.

Dependent Care Assistance Program

- Employees may pay for certain dependent care expenses with pre-tax dollars.
- Maximum amount - \$5,000 per year.
- Payroll deduction plus small admin fee.

Transportation Benefit

- Employees may pay for eligible transit and/or parking expenses with pre-tax dollars.
- Administrator www.benstrat.com.
- Payroll deduction plus small admin fee.

Mass4You Employee Assistance Program

- Free, confidential support available 24/7 to employees and dependents.
- Wide range of services.
- Professionally trained counselors and advisors.

Massachusetts State Retirement Board

All eligible employees participate in the Commonwealth's retirement system administered by the State Retirement Board. Contribution is 9% of gross wages; income over \$30,000.00 is an additional 2%. Contributions are withheld from employee's base salaries. These contributions are tax deferred and in lieu of the Federal Social Security Program.

Deferred Compensation (SMART Plan)

- Voluntary supplemental retirement savings plan.
- Option of pre-tax or post-tax deduction.
- Maximum contribution - \$22,500 per year.
- Age 50 or older during calendar year, an additional contribution of \$7,500 is allowed for a total possible contribution of \$30,000.

Tuition Remission

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

METRO Credit Union

- Credit union for Massachusetts State Employees.
- Membership information on the website www.metrocu.org.
- ATM in lobby of One Ashburton.

**For questions, please contact:
The Human Resources Division
Phone: (617) 963-2029**