



Employee Benefit Summary

The full-time employees' benefits packages include, but is not limited to, the following. Hired employees can refer to the Kent County Personnel Policies and Procedures Manual for more information. Potential applicants and employees, please contact Kent County Department of Human Resources for further information regarding employee benefits at (410) 778-4595.

Health, Dental, & Vision Coverage

- No cost to employee for their coverage
- Employees Pay 40% of the cost of dependents for health coverage and 45% of the cost for dependants for dental and vision coverage
- All 3 are pre-tax deductions

Annual Leave

- Available after 6 months
- Employee may carry over up to 400 hours
 - Up through 4 years - 80 hours per year (10 days), earned by pay period at approximately 3.08 hours
 - 5 through 9 years - 120 hours (15 days)
 - 10 through 19 years - 160 hours (20 days)
 - 20 or more years - 200 hours (25 days)

Personal Leave

- Available after 6 months
- 32 hours per calendar year
- Cannot be carried over to next year - must use or lose

Holiday Leave

- 13 - 14 Holidays per year
 - New Year's Day
 - Dr. Martin Luther King, Jr. Day
 - Presidents' Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Columbus Day
 - Election Day
 - Veteran's Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day

Long Term Disability Policy

- No cost to employees
- Provides up to 60% of your salary
- If you receive a state disability retirement, will coordinate up to full month salary
- May be payable up to social security normal retirement age

Sick Leave

- Available after 3 months
- 120 hours per year (15 days)
- Earned by pay period at approximately 4.62 hours
- Unlimited accrual
- Unused leave will be credited at retirement for creditable service

Additional Leave

- Family and Medical Leave
 - Up to 12 weeks per year of unpaid leave after one year of full-time employment
- Military Leave
 - May be requested
- Funeral Leave
 - Available for immediate family, in-laws and steps, grandparents, or someone living in the household of the employee

Employee Assistance Program

- Includes 3 face-to-face Counseling sessions and unlimited telephonic counseling

The following benefits are voluntary and paid in full by the employee and are available through payroll deduction:

- American Fidelity - may or may not be a pre-tax deduction depending on coverage
- Blood Bank
- Membership in credit union (SECU) - for info call 1-800-TRY SECU or visit www.secumd.org
- Holiday Savings Account offered each September
- Deferred Compensation Plan (457B) - Empower
- Life Insurance and Short-Term Disability Plans through One America and American Fidelity