

Maryland Environmental Service

BENEFITS GUIDE 2025



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About Our Benefits

At MES, we believe that our employees are our greatest asset and that our comprehensive range of benefits should be designed to support staff well-being, work-life balance, and financial security. Whether you're looking to enhance your health coverage, save for the future, or enjoy perks that make your everyday life a little easier, our benefits package is here to help you thrive both personally and professionally. This brochure provides an overview of the various benefits available to staff, to make informed choices that best suit their needs.

MES is committed to fostering a diverse, equitable, and inclusive workplace where all employees feel valued and respected. Our inclusive policies and programs promote a culture of fairness, supported by training on unconscious bias, cultural awareness, and anti-harassment. We are dedicated to complying with Equal Employment Opportunity (EEO) laws, ensuring a safe and equitable environment where every individual can thrive and contribute to our collective success.



Proud winner of multiple Top Workplaces Awards from the Baltimore Sun, USA Today, and The Washington Post. A Top Workplace is about more than offering great benefits and vacation time. It's about putting employees first.

HEALTH BENEFITS

Medical Insurance

Employees can choose from various health benefit providers, including Exclusive Provider Organizations (EPO) and Preferred Provider Organization Plans (PPO). Each plan has different provider networks, but all plans cover the same services, such as preventive care, specialty care, lab services and x-rays, hospitalization and surgery, routine vision care, and mental health/substance abuse treatment.

Dental Insurance

Dental coverage for employees and dependents is available through Dental Health Maintenance Organization (DHMO) or PPO plans. Employee co-payments are fixed and known in advance of treatment.

Coverage for Employees and Their Dependents

MES participates in the State of Maryland Health Benefits Program, providing employees and their covered dependents with the opportunity to choose from a variety of health benefit plans at varying benefit premiums.

New employees may sign up for coverage within 60 days of starting employment. Changes to coverage can be made during an annual open enrollment period or because of a qualifying event.

HEALTH BENEFITS

Prescription Insurance

The prescription plan offers drug coverage through a separate program. Co-payments vary based on the type and amount of medication. Discounts are available for generics and preferred brand-name drugs, and there's an optional mail-order service.

Vision Insurance

Vision benefits are included in medical coverage and allow employees to choose any licensed eye care provider.

Employee Assistance Program

In partnership with BHS, MES offers a free, confidential Employee Assistance Program (EAP) to support personal or work-related challenges. Help is available 24/7.

DISABILITY AND LIFE INSURANCE

Provided at No Cost to Employees

Short & Long-Term Disability Coverage

Benefits are paid at 66.67% of annual salary (up to \$2,000 per week for short-term) and 50% of annual salary (up to \$6,000 per month for long-term).

Basic Life Insurance

The insurance benefit is equal to one year of the employee's annual earnings.

Optional Additions

Personal Accident and Dismemberment Plan

In the case of accidental death or serious injury, policies provide benefits of up to \$300,000 for covered accidents.

Additional Life Insurance Plan

Group life coverage is available up to \$300,000 for employees (in \$10,000 increments) and up to \$150,000 for dependents (in \$5,000 increments).

Health Care and Dependant Care Spending Accounts

Employees can contribute up to \$3,200 annually in pre-tax dollars for eligible medical expenses like deductibles, co-pays, and specialized treatments.

They can also contribute up to \$5,000 pre-tax each year for dependent care, whether living in or outside the home.

AFLAC

Supplemental plans provide cash benefits for lost income and expenses related to accidents or illnesses.

FINANCIAL

Competitive Compensation

MES has a performance-based compensation (PBC) system, connecting annual salary increases to employee performance. Specialized pay plans and career ladders provide tailored pay structures and clear career pathways for career advancement in select positions.

Credit Union

Employees can join the State Employees Credit Union for loans and savings plans through payroll deduction.

Professional Development and Tuition Assistance

Employees may receive up to \$5,250 per year (IRS limit as of May 2023) for approved courses related to job development or a pre-approved career plan. Assistance covers up to 15 credits annually and up to four courses per semester for accelerated programs, such as seven-week courses.

Leave Buy-Back and Sick Leave Incentive Programs

Under specific conditions, employees can receive payment for earned, unused annual, compensatory, or holiday leave. Employees can also receive rewards for minimal use of sick leave (up to three days paid annually).

INCENTIVE AWARDS

Building Excellence and Success Together (BEST)

The BEST Program allows everyone on the MES team to participate in reaching agency goals and share in the BEST pool at the end of the year. BEST incentive bonuses range in amount depending on the size of the BEST pool.

Executive Incentive

The Executive Director, Deputy Director, and Managing Directors receive up to 15% of their annual salary as Executive Incentive payment if agency goals are met. Executives are not eligible for the BEST Program.

Inspire Awards

The Inspire Awards Program honors employees for exceptional contributions to the agency. Both supervisors and employees can nominate any MES team member. To be eligible, the nominee's achievement or service must reflect excellence in a specific recognition area.

Targeting Excellence Awards

The purpose of the Targeting Excellence Awards Program is to recognize and reward eligible employees for engaging in activities that go beyond their basic job duties. The program is meant to incentivize commendable actions that do not quite meet the standards required for an Inspire Award.

RETIREMENT

Retirement Savings Plan

MES contributes 3% of gross payroll earnings for eligible employees, with additional matching contributions up to 6% based on employee participation. This 401K plan can be pre-tax or a traditional Roth 401K and is managed by Vanguard.

Supplemental Retirement Plans

Plans include deferred compensation through a 457 Plan, which can be designated as either pre-tax or Roth 401K. A 457 plan is a tax-advantaged retirement savings option available to government and certain nonprofit employees.

Retiree Medical Reimbursement Plan

MES provides a Medical Reimbursement Plan for retirees not covered under the State Retiree Medical Program. The plan reimburses retirees and their spouses for eligible medical expenses on a sliding scale based on service years. Eligible expenses include those qualifying as deductions under IRS rules, such as deductibles, copayments, plan premiums, dental, prescription, and vision care expenses.

Eligibility and Reimbursement

Employees must have 30+ years of service, or be age 60+ with 15+ years of service. Annual reimbursement amounts are based on service years:

- 15 but less than 20 years: \$4,000 per year
- 20 but less than 25 years: \$4,500 per year
- 25 but less than 30 years: \$5,000 per year
- 30 years or more: \$5,500 per year
- Those who retired before Jan. 1, 2019: \$4,000 per year

Expenses incurred by the retiree or spouse are covered up to the combined maximum reimbursement amount.

LEAVE AND HOLIDAYS

- Holiday Leave: Regular full-time employees receive 10 paid holidays each year.
- Annual Leave: Employees accrue annual leave based on their years of service.
- Personal Leave: Employees are granted up to four personal days annually.
- Sick Leave: Employees earn seven days of sick leave per year, with unused time carried over.
- Other Leave: Employees are also eligible for accident, bereavement, family, parental, and sick and safe leave.
- Emergency Leave: Liberal leave is available, with additional support for designated emergency-essential personnel.
- Flexible Work Options: Some positions offer flexible schedules and telework opportunities.

OTHER REASONS WHY MES IS A GREAT PLACE TO WORK

- Professional Development: Mentorship program, lunch-and-learn sessions, financial seminars, Diversity, Equity, and Inclusion programs, and health and wellness events.
- Sustainability Initiatives: Green office with EV chargers, along with recycling and composting programs.

Get In Touch

For any questions or assistance, please contact the Human Resources Department at hr@menv.com or call 410-729-8230.



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