

# Law Clerks General Statement of Benefits



## Administrative Office of the Courts

Law Clerks hold major, non-tenured advisory positions for the Court. At its pleasure, the Court may appoint and remove judicial law clerks, as necessary, for the proper operation of the Court. You must acknowledge and agree that you have no right or expectation of continued or renewed employment after your clerkship ends. Law Clerks are considered full-time employees and are therefore entitled to the following benefits offered by the State of Delaware during their term:

**Direct Deposit:** Direct deposit is a mandatory condition of employment. Please be advised, a live check will be mailed to your home address until your direct deposit form is received and the bank account and routing numbers are confirmed via electronic “pre-note” verification.

**Parking:** Parking is provided to full-time Judicial Branch employees, including those who work in the City of Wilmington. If your position is located in the City of Wilmington, a parking permit will be issued to you on your first day of employment. Please review the corresponding policy regarding parking with the Courts:

<https://judicial.state.de.us/CourtDox/Download?ID=110198>

**Health Insurance:** There is a 90 day wait period for the State Share cost component of health insurance coverage. On the first of the month, following the completion of the 90 day wait period, the State will contribute a significant portion of the health plan cost. New employees are eligible to begin coverage from the date of hire or any time within the 90 day wait period but will be responsible for the full plan cost during that time. Rates and plan comparisons are available on the SBO website at <https://dhr.delaware.gov/benefits/oe/documents/health-dental-vision-rates.pdf>

**Dental Insurance and Vision Insurance:** There is no State Share cost component of the dental and vision plans, therefore cost does not vary if the plan is elected to begin from the date of hire or after the completion of the 90 day wait period.

**For more detailed information on any of the benefit plans, please visit the website of the State Benefits Office (SBO) at <https://dhr.delaware.gov/benefits/agencies/index.shtml> Please note that these benefits are subject to change and eligibility is subject to the rules as outlined in each of the plan documents.**

**Pension:** Membership in the State Employees’ Pension Program is a mandatory component of full-time employment. Employees contribute 5% of earnings, excluding the first \$6,000 of wages each calendar year. Eligibility rules for this defined benefit program may be found on the website of the State Pension Office -

[https://open.omb.delaware.gov/pensionPlans/StateEmp/sep\\_menu.shtml](https://open.omb.delaware.gov/pensionPlans/StateEmp/sep_menu.shtml)

**Paid Leave:** The judges of the Court may grant and approve paid leave, at their discretion, not to exceed 75 hours (10 days) for personal reasons, medical/dental appointments, illness, injury, or serious illness of your immediate family where your personal attendance is required. Because the nature of your job requires you to work closely with the members of the Court to whom you are assigned, you will need to discuss your plans concerning any needed time off. Any unused leave as of the termination of your employment will **not** be eligible for payment to you.

**Supplemental Benefits:** Deferred Compensation, Life Insurance, AFLAC supplemental insurance, flexible spending accounts, Short and Long Term Disability, Paid Parental Leave (after one year of service), and pre-tax commuter benefits are also available and can be reviewed and elected here:

<https://dhr.delaware.gov/benefits/agencies/index.shtml>

**Please contact the AOC Human Resources Office at (302) 255-2523 or (302) 255-0096 with any questions.**