



SUFFOLK COUNTY DISTRICT ATTORNEY



ATTORNEY **BENEFITS BOOK**

2023-2024

Benefits Overview



As an Assistant District Attorney, you will receive the following benefits:

- Competitive Salary to Other District Attorney Offices
- Merit Based Raises, Cost of Living Adjustments, and Longevity Pay
- Thirteen Paid Holidays Per Year
- Paid Vacation, Personal, and Sick Days
- Medical Insurance for You and Your Dependents
- Vision Insurance for You and Your Dependents
- Dental Insurance for You and Your Dependents
- Prescription Drug Benefit
- New York State Employees Retirement Plan (Pension)
- Deferred Compensation Plan
- Pre-tax Flexible Spending Benefits Plans (FSA)
- Free Continuing Legal Education (CLE) Classes
- Federal Public Student Loan Forgiveness
- Reimbursement for Attorney Registration Fees
- Stipend Opportunities
- Take Home Work Laptop and Phone
- Death Benefits
- Life Insurance

and more...

Annual Paid Holidays

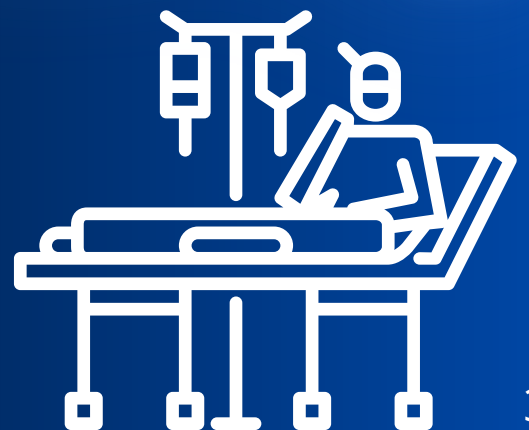


- New Years Day
- Dr. Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans Day
- Thanksgiving
- Christmas Day



Paid Time Off

- Blood Donation
- Cancer Screening
- Sick
- Personal
- Vacation



Health Benefits



Medical

After two full months of employment, Assistant District Attorneys and their dependent children (up to age 26) can begin receiving comprehensive medical benefits if they enroll in the Suffolk County Employee Medical Health Plan (EMHP) through Empire Blue Cross Blue Shield. The plan pays for hospital services, provider expenses, and other medical related necessities. The plan also provides for reduced prescription drug pricing, subject to certain provisions and limitations, through Express Scripts, as well as access to mental health and substance use disorder services.

Vision



After two full months of employment, Assistant District Attorneys and their dependent children (up to age 26) can begin receiving vision insurance, which includes \$100 optical vouchers per eligible person for optical services at participating optical centers.



Dental

After two full months of employment, Assistant District Attorneys and their dependent children (up to age 26) can begin receiving dental insurance through Healthplex, which allows for low or no-cost dental services for in-network participating PPO providers, as well as access to benefits out-of-network.



Health Benefits

cont'd



Prescription Drugs

If enrolled in EMPH, Assistant District Attorneys receive pharmacy benefits through Express Scripts. All "maintenance prescriptions" (more than a 21-days' supply, plus refills) can be filled either through the Express Scripts Mail Service or through CVS and Walgreens. All "acute medications" (up to a 21-days' supply) can be filled at any retail pharmacy.

Pre-Tax Flexible Spending Benefits



Assistant District Attorneys may enroll in the Pre-Tax Benefits Program and contribute a portion of their pre-tax income to a flexible spending account (FSA). The FSA can be used to reimburse you for health related expenses (medical, dental, vision, prescriptions, and certain over-the-counter items) not covered by insurance, daycare for dependent children, and adoption assistance.



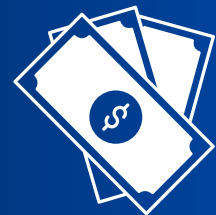
Payroll and Reimbursement



Workday

The SCDA uses Workday, a secure cloud based tool that employees can access 24/7 on the internet or through their phone app, which allows employees to sign up for direct deposit, view and print copies of pay statements and W-2 tax statements, submit weekly timesheets, overtime requests, and absence/vacation requests, change your benefits, and more.

Attorney Registration Fee Reimbursement



All attorneys admitted to practice in New York State must renew their attorney registration every two years, within 30 days after their birthday. To renew an attorney registration, the attorney must file a biennial registration form with the Office of Court Administration and pay a \$375 fee, which the SCDA will then reimburse.





Legal Training

New ADA Training Program



Entry-level Assistant District Attorneys undergo a months-long on-the-job training program that includes mentoring, second seating other Assistants, and mock jury selection classes. Off-site training is also provided by the New York State District Attorneys Association's Prosecutor's Training Institute ("NYPTI").



Continuing Legal Education (CLE)

We continuously offer free CLEs in all the required CLE categories, including but not limited to: ethics and professionalism, skills, cyber security, and diversity, inclusion, and elimination of bias. The CLEs are presented in a variety of formats including live/classroom style, live videoconferencing, and taped video conferencing.



Legal Bureaus



District Court and Intake Division

District Court Bureau

Intake & Discovery Compliance Bureau

Trial Division

Child Abuse & Domestic Violence Bureau

East End Bureau

Homicide Bureau

Major Crime Bureau

Special Investigations Division

Finance & Asset Forfeiture Bureau

Financial Crimes Bureau

Public Corruption Bureau

Vehicular Crime Bureau

Criminal Investigations Division

Narcotics Bureau

Violent Criminal Enterprise Bureau

Conviction Integrity Division

Appeals & Training Bureau

Conviction Integrity Bureau

Specialized Bureaus and Units

Biological, Environmental, and Animal Safety Team

Domestic Violence Unit

Grand Jury Unit

Hate Crimes, Elder Abuse, Anti-Bias/Immigrant Affairs and Human-Trafficking ("HEAT")



Traditional Career Path

for Entry-Level Assistant District Attorneys

ADAs begin their tenure in the **Intake and Discovery Compliance Bureau** where they will screen all arrests in Suffolk County and handle arraignments.

ADAs then rotate through the **District Court Bureau** and/or the **East End Bureau**, where they prosecute misdemeanor crimes and gain investigative and trial experience.

ADAs then will be placed in the **Domestic Violence Unit**, where they handle both misdemeanor and felony domestic violence crimes.

ADAs then move to the **Grand Jury Unit**, where they learn how to present felony cases to the Grand Jury and take pre-indictment dispositions.

ADAs then are promoted into one of the various senior bureaus within the **Trial Division**, the **Criminal Investigations Division**, the **Special Investigations Division**, or the **Conviction Integrity Division**.

Begin Planning for Retirement



New York Retirement System (Pension)

Assistant District Attorneys are automatically enrolled in the New York State Retirement System, which requires you to contribute a percentage of your gross income per paycheck. Upon retirement, your pension will provide you with supplemental income. The tier you are enrolled in is determines your pension benefits, monetary contributions, death benefits, and more.

Deferred Compensation



The Suffolk County Deferred Compensation Plan is a tax-deferred retirement savings program available through T. Rowe Price. Employees who enroll in the plan contribute toward retirement using pretax income from regular salary contributions, reducing their taxable income.



Longevity Pay

If you are employed by Suffolk County for 10 years or longer, you qualify to receive longevity pay in addition to your salary. Longevity pay is an annual compensation bonus, and payments increase based on your years of employment.