



U.S. SENATE SERGEANT AT ARMS
HUMAN RESOURCES
RECRUITING BROCHURE



The United States Senate Sergeant at Arms (SAA) is responsible for a variety of services, including all Senate computers and technology support, recording and photography, printing and graphics, and telecommunications. The SAA also provides assistance to all Senate offices with their staffing, mailing, purchasing, and financial needs. The offices within the SAA include Capitol Operations, Support Services, Financial Management, the Chief Information Office, Acquisitions, State Office Operations, the Office of Security, Emergency Preparedness, and Continuity, and Human Resources. The SAA also shares responsibility for the Senate Page Program and the Joint Office of Training & Development with the Secretary of the Senate.





BENEFITS

The United States Senate Sergeant at Arms offers robust federal benefits to employees. Here's a look at the SAA benefits for most full-time, regular positions.



Student Loan Repayment Program: The SAA offers student loan repayment for eligible employees of up to \$833.00 a month for qualifying federal student loans. Employees can receive up to

\$80,000

in payments cumulatively over the employee's tenure at the SAA.



Joint Office of Training & Development:

The SAA offers training and development to advance professional skills, including live classes, online learning, and leadership coaching. The SAA places a high priority on the professional development of staff. Staff are expected to continually sharpen skills and knowledge by attending industry conferences, peer networking events, and formal classroom and online training.



This brochure is not comprehensive. It highlights major benefits that may be of interest to prospective employees. Policies and benefits are subject to change at the discretion of the Sergeant at Arms.



Transportation Subsidy: The SAA offers a monthly transit subsidy of up to

\$340

for employees who use mass transit, including Metro, commuter buses, VRE, MARC trains and van pools.

PARKING

Parking: Parking is provided without cost to regular SAA employees who do not participate in the transit subsidy program.

Employee Assistance Program (EAP): EAP is a free and confidential service designed for Senate employees and their family members. The EAP offers a variety of emotional and behavioral support services to promote wellness throughout the Senate community, including assessments, short-term support, guidance for managers, referrals to community resources, and follow-up services. EAP further supports work-life balance through wellness resources and initiatives to create a safe and healthy climate and resilient workforce.



EAP



Federal Employees Health Benefits



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Flexible Spending Account

HEALTH/WELLNESS BENEFITS

The Sergeant at Arms offers these federal health benefits:

- Federal Employees Health Benefits (FEHB)
- Federal Employees Dental and Vision Program (FEDVIP)
- Flexible Spending Accounts (FSA)
- Federal Employees Group Life Insurance (FEGLI)

HOLIDAY & LEAVE ACCRUALS

We offer paid time off benefits including annual, sick, long-term medical leave, and 11 federal holidays. Annual and sick leave are accrued on the 15th and last day of the month. Annual leave is accrued at rates dependent upon length of federal service.

Holidays: New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day

Full-Time Employee Annual Leave Accrual Rates:

Less than
3 years
of federal
service

120
hours/year

5
hours/pay period

3 - 15 years
of federal
service

160
hours/year

6.67
hours/pay period

15+ years
of federal
service

200
hours/year

8.33
hours/pay period

Year-end balances of **no more than 240 hours** carry over for future use.

Full-Time Employee Sick Leave Accrual Rate:

- Sick leave can be used for either personal or immediate family medical needs.
- **96** hours/year, 4 hours/pay period. Year-end balances carry over for future use.

EMPLOYMENT POLICIES

Jobs at the SAA are part of the Legislative Branch of government, are considered “excepted service,” and therefore are not part of the federal government’s “competitive service” process. SAA employees are considered at-will employees under the jurisdiction of the U.S. Senate Sergeant at Arms. Prospective employees will be fingerprinted and undergo a criminal background investigation.

Evaluations: Employees are reviewed annually as part of our performance management process. Employees and their supervisor develop performance goals, which are part of this process.

Pay: Salary reviews occur as part of the performance management process. Merit increases are not automatic; they are based on meritorious performance and budget availability, and subject to approval. If approved by the Senate, SAA employees may also receive cost-of-living adjustments. Senate pay days are the 5th and 20th of each month. If these days fall on a weekend or holiday, the last working

day before the 5th or 20th becomes the pay day.

RETIREMENT PLANS

Most new employees are automatically covered under the Federal Employees Retirement System – Further Revised Annuity Employees (FERS-FRAE).

Employees with prior federal service may be eligible to continue to participate in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) or the Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE). For more information visit

<https://www.opm.gov/retirement-center/>.

Employees are automatically enrolled in the Thrift Savings Plan (TSP), which is a retirement savings and investment plan for federal government employees and uniformed services members. TSP offers the similar types of savings and tax benefits that many private corporations offer their employees under 401(k) plans. For information on the TSP, visit

www.tsp.gov.



Cornerstone Career Link
employment.senate.gov





Updated May 2026

INFORMATION FOR PROSPECTIVE SERGEANT AT ARMS
(SAA) EMPLOYEES