

ALLEGANY COLLEGE OF MARYLAND
Fringe Benefits Applicable to Full-Time Staff

1. Health Insurance (Self Insured)
Individual, employee/spouse, employee/child, and family plan available.
As of 7/1/15 we have 3 plans: Gold Plan and Silver Plan and Bronze Plan.
Currently our contract is with Care First.
2. Long Term Disability (Income Protection Insurance)
Effective after four months (120) days); payment equal to 60% of base salary.
3. Life Insurance
Term Life insurance available at employee expense. Death benefit can be either half or all of employee's annual salary. Cost of coverage is .25 per \$1,000 of benefit per month. Example: If benefit is \$10,000 then 10 x \$.25 per month x 12 months = \$30.00 per year. This dividend by 24 pay periods = \$1.25 per pay. For 9 month faculty position 20 pay periods the cost of insurance premium will be \$1.50 per pay.
4. Dental Insurance (Self Insured)
Dental Insurance can be obtained separately from health Insurance. Individual, employee/spouse, employee/child, and family plan available. Currently our contract is with Delta Dental.
5. Optional Benefit Plans
Additional Insurance Options may be obtained at employees cost. AFLAC representatives will sponsor an enrollment opportunity in the Spring to coincide with ACM Open Enrollment for Insurance.
6. Retirement
Maryland State Retirement and Pension System mandatory and contributory (7%) for all full-time employees.
7. Optional Retirement Plans
Optional Retirement Programs for Maryland's public institutions of Higher Education include TIAA-CREF, and Fidelity. Person electing this option must possess a minimum of a bachelor's degree and be classified as faculty, administrator, or professional staff, and opt not to belong to the Maryland State System.
8. (SRA'S) (include part-time staff)
Supplemental Retirement Annuities. Tax Shelter available to all full-time and permanent hourly employees.

9. Social Security – (includes part-time staff)
Deducted from employee's salary (as required by federal law).
10. Worker's Compensation (includes part-time staff)
In the event of an injury sustained on the job, the employee may be eligible for medical expenses incurred in treatment of injuries. (Required by federal law).
11. Tuition Waiver for ACM Coursework
Employees, their spouses and **dependent** children up to age 26 may enroll for Allegany College of Maryland credit courses without tuition payment. (However, registration and all other fees must be paid by the employee).
12. Bookstore (includes part-time staff)
10% discount available on books, clothing and novelties.
13. Tuition Reimbursement for Undergraduate/Graduate Course Work
Tuition reimbursement will be for 90% of the tuition only based on the current In-State rate per credit hour for graduate and undergraduate coursework at the University of Maryland, College Park. The actual reimbursement may be less (or even nonexistent) depending upon the amount budgeted and the number of qualified people who apply. All other associated costs for coursework including fees, books, supplies and materials, and non-required fees, etc are the financial responsibility of the employee and are not applicable for reimbursement under this policy.
14. Continuing Education/Staff Development Ten Percent (10%) Tuition Policy
If a full-time support staff, regular hourly or professional staff employee desires to enroll in a non-credit course which is directly related to his-her position and which will assist the employee in more effective performance of job responsibilities, the employee may do so at reduced tuition rate after approval has been secured from his/her supervisor, dean, Vice-President and president. With approval secured, employee may enroll in the course for the cost of ten percent (10%) of the regular course tuition. All other costs of the course other than tuition (i.e., books, supplies, associated fees) are the full responsibility of the employee and are not covered by this policy. The number of full-time ACM employees who may enroll under this policy is limited to 15 percent of the expected maximum enrollment of the course.

15. Vacation (Annual Leave)

Faculty:

Twelve (12) month contracts **160 hours** (20 vacation days)
Faculty annual leave based on academic calendar.

Administrators/Professional Staff:

160 hours (Twenty days per year). Vacation time is granted upon approval of supervisor and is not cumulative from one fiscal year to the next.

Support Staff Twelve (12) Month Contracts:

During the first full fiscal year of employment, **40 hours** (five days) may be taken. During the second, third and fourth full fiscal years of employment, **80 hours** (ten days) may be taken. During the fifth, sixth, seventh, eighth, and ninth full fiscal year of employment **120 hours** (fifteen days) may be taken. During the tenth full fiscal year of employment and thereafter, **160 hours** (twenty days) may be taken.

Support Staff Less Than Twelve (12) Month Contracts:

During the first full fiscal year of employment, **16 hours** (two days) may be taken. During the second, third, fourth and fifth full fiscal years of employment, **24 hours** (three days) may be taken. During the sixth, seventh, eighth, and ninth full fiscal year of employment, 32 hours (four days) may be taken. During the tenth full fiscal year of employment and thereafter, **40 hours** (five days) may be taken.

16. Sick Leave

Accumulated without limit, an employee is provided with **12 hours** (1.5 sick days) per month. Therefore, a 9-month employee receives **108 hours** (13.5 days) per year; 10-month employee receives **120 hours** (15 sick days); an 11-month employee receives **132 hours** (16.5 sick days); and a 12-month employee receives **144 hours** (18 sick days) annually. Unused sick leave is credited toward retirement if employee is in the Maryland State Retirement System.

17. Sick Leave Bank

Allows for an employee who has depleted his/her sick leave and vacation leave, and is a member of the Sick Leave Bank to receive up to 480 hours (60 additional sick leave days) after being on an unpaid leave status for a complete pay period. Must meet the qualifications of the Sick Leave Bank Policy.

18. Maternity Leave
In accordance with federal law, applicable to employees as sick leave. All benefits and privileges of employee on maternity leave are continued in the same manner as though the person was actually employed.
19. Adoption Leave
Full-time employees adopting a child may be granted up to two weeks off and half salary.
20. Personal Leave (funeral)
For a death in the family, an employee may request up to **24 hours** (three days) of personal leave from supervisor.
21. Personal Business Days (APPLIES ONLY TO SUPPORT STAFF)
Two days are allowed each year for employee to conduct personal business; charged against vacation allocation.
22. Holiday Leave
Approximately 17 days per year employee receives as paid holidays. This includes two (2) weeks at Christmas time.
23. College Facility Usage (includes part-time staff)
Employee has full benefits for use of library and physical education facilities (including pool). Includes free admission to regular season basketball games.
24. Jury Duty
When required to serve, or be a witness in court an employee shall receive his/her regular salary. He/she shall not lose vacation or sick leave for such absence.
25. Unpaid Leave of Absence (includes part-time staff)
Granted for definite time periods not to exceed one (1) year for personal illness, family illness, childrearing, involuntary military service, family obligations, disability, to further education, etc. Approval required of immediate supervisor, dean, and President.
26. Direct Deposit of Payroll (includes part-time staff)
Net paycheck can be deposited directly into a maximum of 3 different employee checking or savings accounts.
27. Flex Spending (Before Tax) (includes part-time staff)
Dollars can be set aside before taxes to fund certain medical and/or dependent care costs.

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All College
Fringe Benefits

28. Employee Assistance Program

The Western Maryland Health systems Behavioral Health Services or ACM on-site Campus Counselor provides avenues of support and assistance to Full Time ACM employees and their families in coping with personal and work related problems. 5 sessions are available per fiscal year.