



# Frederick Community College

## SUMMARY OF BENEFITS

### PART-TIME ADMINISTRATIVE STAFF

This document provides a brief overview of available benefits. The College Policy Manual and the Human Resources intranet site provide detailed information on each benefit and should be reviewed at [www.frederick.edu](http://www.frederick.edu).

Benefit & Policy Number	Description
Direct Deposit	Required for all new hired employees effective 12/1/07.
Parking Permit	Allows employees to park in spaces reserved for staff. Unauthorized vehicles parked in reserved spaces without a parking permit may be subject to towing at owner's expense plus fines.
Employee ID Card	Photo ID cards are issued in the Security Office (A-101). ID cards allow access to reserved, gated parking lots and may also be used to enter the facility after normal hours. Also serves as FCC library card.
FERKO Credit Union	FCC employees are eligible to participate in the Frederick County Board of Education credit union. Enrollment forms are available in the Payroll Office or you may call FERKO at 301-662-7266 for more information. <a href="http://www.ferkomfcu.com/">http://www.ferkomfcu.com/</a> .
Administrative Staff Association (ASA)	ASA is the officially recognized organization designated to represent most administrators to the College administration and Board of Trustees. Administrators who report directly to the President are not eligible to join.
Annual Leave Policy 3.21A	Full-time administrators earn 20 days of annual leave per year. Accruals are pro-rated for part-time administrators. Accrues by pay period to a maximum of 30 days (210 hrs). No lump-sum payoff of unused leave at termination.
Bereavement Leave Policy 3.21B	Up to 4 days of paid leave may be taken upon the death of a member of the employee's immediate family (parent, child or spouse). Requests for exceptions for other relatives must be made in writing to the AVP of Human Resources.
Holiday Leave Policy 3.21D	Holidays are paid by the College for staff meeting the criteria specified in the Policy Manual. Holidays are designated on the Academic Calendar.
Sick Leave Policy 3.21J	Full-time administrators earn 1 day for each month worked per year. 10-month employees earn 10 days per year. Accruals are pro-rated for part-time administrators. Unlimited accumulation.
Sick Leave Bank Policy 3.27	Employees who accrue sick leave are eligible to join the Employee Sick Leave Bank. New employees must work half of their annual contract prior to joining. Open enrollment is held annually.
Special Leave Policy 3.21K	Staff may request to use up to 14 hours of paid personal leave each fiscal year for illness, bereavement and personal business. Special leave is pro-rated for part-time administrators. Requires Manager and Vice President approval in advance.
Jury Duty & Court Attendance Policy 3.21D	Time off for jury duty is supported and paid by the College. Other Court attendance (other than personal) is subject to the President's approval. Official notification/subpoena must be given to Human Resources.
FCC Tuition Waiver Policy 3.23B	Employees will have FCC tuition waived for credit and non-credit courses (with few exceptions). Student is responsible for fees and the cost of books. An approval form is required <b>prior</b> to registering each semester. Spouse/domestic partner and eligible children (until 22 <sup>nd</sup> birthday) will have 50% of their tuition waived. Employees who take courses will be given 20% discount on required textbooks when "new" books are purchased. Book discount does not apply to dependents.
Completion of Doctoral Degree Policy 3.23B	The College will award an extra pay increment to administrators who complete a doctoral degree while employed in an eligible category. Must work a twelve month schedule and at least 17.5 hours per week.

Medical Insurance Policy 3.20D	Employees may choose between an Open Access Plus High Deductible Health Plan with Health Savings Account (OAP) or an Open Access Plus In Network Plan (OAPIN). The College pays 95% of the cost of medical insurance for the employee and 50% of the cost for spouse/domestic partner and children for the OAPIN plan. The College will apply the same dollar amount towards the OAP plan. The College will pay 50% of the cost of the OAPIN for employees and 25% of the cost for spouse/domestic partner and child for administrators who work between 17.5 and 28 hours per week. The College will apply the same dollar amount towards the OAP plan. Employees with other coverage may waive FCC coverage. Enrollment is required for all others. Open enrollment is held annually.
Dental Insurance Policy 3.20A	The College pays 75% of the cost of dental insurance for the employee. Employee is responsible for the total cost of spouse/domestic partner and/or children coverage. Open enrollment is held annually.
Vision Insurance Policy 3.20F	The College pays 75% of the cost of vision insurance for the employee. Employee is responsible for the total cost of spouse/domestic partner and/or children coverage. Open enrollment is held annually.
Flexible Spending Accounts	Healthcare and Dependent Care Flexible Spending Accounts are available and are paid for by the employee through pre-tax payroll deductions.
Life Insurance Policy 3.20C	Life insurance is provided by the College. The coverage is equal to two times the employee's annual base salary. Coverage for spouse/domestic partner and/or children is optional and is paid for by the employee through payroll deductions.
Supplemental Life Insurance	Supplemental life insurance is available for the employee, spouse/domestic partner and/or children and is paid for by the employee through payroll deductions. Open enrollment is held annually.
Retirement Plans Policy 3.22	<b>Administrators with less than a Bachelor's degree</b> must enroll in the MD State Teacher's Pension System which has a mandatory employee contribution deducted before taxes. <b>Administrators with a Bachelor's degree &amp; above</b> may choose the State system or an Optional Retirement Plan. Open enrollment is held annually for those permitted to choose.
Supplemental Retirement Plans Policy 3.22	Supplemental Retirement Annuities are available. These are optional savings vehicles and are funded by the employee through pre-tax payroll deductions.
Employee Assistance Program Policy 3.29	An Employee Assistance Program is provided by the College for employees and their eligible dependents. The EAP provides up to four free counseling sessions per year, per issue.
Legal Services Plan	A prepaid legal services plan is available and is paid for by the employee through after-tax payroll deductions.
Aflac	Voluntary insurance plans paid for by the employee through payroll deductions.

Benefits are subject to change by the College Board of Trustees.

Payday is twice a month, on the 15<sup>th</sup> and the last day of the month. If a payday falls on a weekend or holiday, you will be paid on Friday or the day before the holiday, unless notified otherwise. For current employees who do not have direct deposit, paychecks will be mailed to the employees home address. Direct deposit advices will be put in employee mailboxes the afternoon before payday or the morning of payday.

It is the employee's responsibility to read the Policy Manual and contact Human Resources if you have questions.

