



Frederick Community College

SUMMARY OF BENEFITS FULL-TIME AUXILIARY STAFF (Working 32 or more hours per week)

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.

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.
Paid Leave Policy 3.30	Eligible hourly employees working 32 hours per week will receive 10 standard work days per fiscal year. The leave will accrue and may be used for approved absences or as compensation when the Auxiliaries are not open. Any leave not used by December 31st of a calendar year or at the time the employee leaves employment, expires and will not be carried forward or paid out to the employee.
FCC Tuition Waiver Policy 3.30	Eligible employees will be granted a waiver of tuition for job related (as deemed by their respective Director/Manager) credit and non-credit FCC classes. An approval form is required prior to registering each semester.
Medical Insurance Policy 3.30	Employees may choose between an Open Access Plus High Deductible Health Plan with Health Savings Account (OAP) or an Open Access 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. Employees with other coverage may waive FCC coverage. Enrollment is required for all others. Open enrollment is held annually.
Dental Insurance Policy 3.30	Enrollment in the dental insurance plan is optional for qualified full-time Auxiliary employees. 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 3.30	Enrollment in the vision insurance plan is optional for qualified full-time Auxiliary employees. 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.
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 15th 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 employee's 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.