
**Auxiliary Benefits
Policy and Procedures**

BOT Approved: 3/16/2016
Revised: 8/25/2016
Revised: 12/1/2016
Revised: 7/1/2017
Revised: 7/2/2018

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I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) recognizes the benefit of a healthy workplace and promotes employee health, wellness, and professional growth by providing medical, dental, vision, retirement, and tuition benefits to eligible Auxiliary employees. For the purpose of this Policy and Procedures, Auxiliary employees are defined as full-time teachers in the Children’s Center and designated staff in Dining Services, the Bookstore, and the Children’s Center.

II. Medical Insurance

Full-time Auxiliary employees are eligible for medical insurance. Any portion of the total premium cost that is not covered by the College must be paid by the Auxiliary employee for the approved plan for the eligible family members (spouse or domestic partner [as defined in the [Domestic Partner Declaration form](#)] and/or dependent children) of each qualified Auxiliary employee.

Full-time Auxiliary employees who elect High Deductible coverage are eligible to receive the College determined contribution to the College Health Savings Account (HSA). New enrollments or changes in enrollment effective after July 1 will result in a prorated contribution or a prorated recall of contribution by the College for the remainder of the plan year. Eligible full-time auxiliary employees will pay premiums in accordance with the [Plan Year Employee Contributions, Health/RX, Dental and Vision Insurance for Full-Time Administrators, Full-Time Regular Support Staff, Full-Time Faculty, and Full-Time Auxiliary Staff](#).

Any Auxiliary employee and his/her family may be eligible to obtain health insurance coverage through the Health Insurance Marketplace, as outlined by the Patient Protection and Affordable Care Act (<http://www.hhs.gov/healthcare/about-the-law/read-the-law/index.html>).

III. Dental and Vision Insurance

Full-time Auxiliary employees are eligible for dental and vision insurance. Any portion of the total premium cost that is not covered by the College must be paid by the Auxiliary employee. Eligible full-time auxiliary employees will pay premiums in accordance with the [Plan Year Employee Contributions, Health/RX, Dental and Vision Insurance for Full-Time Administrators, Full-Time Regular Support Staff, Full-Time Faculty, and Full-Time Auxiliary Staff](#).

IV. Waiver of Medical Insurance

Full-time Auxiliary employees eligible for medical insurance under approved College insurance plans may elect to waive such coverage by completing a Waiver of Medical Insurance Coverage form. Future enrollment in an approved College insurance plan will be limited to open enrollment periods and other times as provided by plan rules and State and Federal laws in effect at the time. Full-time auxiliary employees will be eligible for

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the opt-out incentive payment, as established by the College, when they waive medical coverage.

V. Flexible Benefits Plan

Full time Auxiliary employees defined as eligible for participation in this medical insurance plan may elect to pay for the Auxiliary employee share of premiums on a pre-tax basis through salary reduction. This plan is intended to be a cafeteria plan as defined in Section 125(d) of the Internal Revenue Code of 1954, as amended.

VI. Flexible Spending Accounts (FSA)

Medical and Dependent care spending accounts are available to Auxiliary employees. The FSAs are operated in accordance with the Federal Tax Code. These accounts are funded by the Auxiliary employee and are not subsidized by the College.

VII. Tuition Waivers

Full-time Auxiliary employees may be eligible for a waiver of tuition for job-related credit or non-credit FCC classes. The supervisor will review the request to determine if the course is job-related. An [Educational Benefits Application](#) must be completed prior to registering each semester. Tuition waivers under this Policy and Procedures apply only to the Auxiliary employee, not to family members or dependent(s).

The IRS has determined that some employee benefits such as tuition benefits for employees may be taxable and therefore fall under the U.S. Tax Code.

VIII. Years of Service Recognition

Full-time auxiliary employees will receive a one-time bonus of \$1,000 in the anniversary month of each 5th year of service (5, 10, 15, 20, etc.). This bonus is paid through the normal payroll process in the pay period that the anniversary date occurs.

IX. Leave Benefits

Eligible full-time auxiliary employees will receive eighty (80) hours of paid time off (PTO) per year.

PTO is allocated and available for use beginning July 1 of each year, or prorated from the date of hire; however, PTO is unearned until the employee works the hours necessary to accrue the time. PTO is earned at a rate of 6.67 hours per month.

If an employee separates from employment before the end of the fiscal year, unearned PTO that has been used will be deducted from the employee's final pay.

PTO requests must be submitted and approved by the employee's direct supervisor in advance. PTO requests for five (5) or more days must be submitted and approved by the

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employee's direct supervisor at least two (2) weeks in advance. In extenuating circumstances, the supervisor may approve PTO requests submitted less than two weeks in advance.

Auxiliary employees may not carry forward any unused PTO accrued as of June 30 of each year. Upon separation from employment, there is no cash payout for unused PTO for auxiliary employees.

Auxiliary employees are also eligible for leave benefits for jury duty/court appearance, military duty, and family and medical leave under the Family and Medical Leave Act (FMLA) as set forth in the [Leave Benefits Policy and Procedures](#).

FCC abides by the Maryland Healthy Working Families Act for part-time employees who regularly work 12 or more hours per week.

X. Unpaid Leave

With supervisor approval, full-time auxiliary employees may be granted up to thirty-five (35) hours of unpaid leave per fiscal year. Benefit time will not be earned during non-FMLA unpaid leave. Insurance benefits (health, dental, life) will continue provided the employee pays the full cost of coverage at the College group rates.

XI. Retirement

Full-time auxiliary employees are provided with membership in the Optional Retirement Program (ORP) through TIAA effective July 1, 2017 or at the time they commence employment with the College, whichever is later. Eligibility is determined by the Maryland State Retirement and Pension System. Information about the ORP is available in the Human Resources office.

XII. Employee Assistance Program

The College Employee Assistance Program (EAP) provides free and confidential wellness, counseling, and referral services 24 hours a day, seven days a week, to any FCC employees who are eligible for healthcare benefits. The EAP is available to those eligible staff and members of their household to help individuals and families cope with personal crises and problems, including financial, family or legal concerns, substance abuse rehabilitation, and stress management. Services include up to four face to face counseling sessions per person, per episode and unlimited telephonic legal and financial services. In addition, a variety of information is available through the online resource library. Contact Human Resources or the EAP provider directly at 800-327-2251 for more information.