

**ADMINISTRATIVE STAFF
(12-month – EXEMPT)**

FRINGE BENEFITS FACT SHEET

July 1, 2010 – June 30, 2011

BENEFITS

HEALTH

- ~Health Insurance (PPO's, POS's, EPO's – all plans include vision benefits)
- ~Catalyst Prescription Drug Program
- ~Dental Care (United Concordia DHMO or PPO)
- ~Group Term Life Insurance (MetLife)
- ~Personal Accident and Dismemberment Insurance (MetLife)
- ~Flexible Spending Accounts (Health Care and/or Dependent Care)
- ~Same Sex Domestic Partners and the partner's child(ren) are eligible for coverage

All premiums are deducted from pre-tax income, except Same Sex Domestic Partners premiums. Health insurance, prescription drug, and dental plans are subsidized by the college. All other plans are paid in full by the employee. (See the attached list of rates.)

EARNED LEAVE

Sick Leave:

~ 15 days per fiscal year (10 hours per month)

There is no limit on the accumulation of sick leave. Unused leave (up to a maximum of 15 days for each year of membership) may be applied towards retirement if enrolled in the MSRPS and the enrollee is vested (minimum five years eligible State service).

Annual Leave:

~ 22 days per fiscal year (14.67 hours per month)

For your maximum rollover, bargaining unit employees need to refer to the MOU and non-bargaining unit employees need to refer to the Handbook.

Holidays:

~ 14 holidays per fiscal year (15 holidays in fiscal years that are statewide and/or national election years). Unused holidays are forfeited at the end of the fiscal year.

Personal Leave:

~ 3 personal days per fiscal year

Unused personal leave may be carried forward at the end of the fiscal year as annual leave if the total hours do not exceed the cap.

PAYROLL DEDUCTIBLE

- ~State Employees Credit Union (SECU)
- ~Savings Bonds
- ~Direct Deposit of Paycheck (effective 01/01/01 direct deposit is a condition of employment)
- ~Group Disability Insurance (TIAA/CREF)
- ~Paystubs must be accessed electronically through the Payroll Online Service Center (POSC) at <http://compnet.comp.state.md.us/cpb>, scroll down and choose the Payroll Online Service Center (POSC)

OTHER

- ~State of Maryland Employee Assistance Program (EAP)
- ~SMC tuition waiver for employee, spouse, and dependents (for employees hired after December 1, 2001, spouses and dependents are eligible for 100% tuition waiver after 2 years of continuous employment.)
- ~State of Maryland Higher Education tuition remission program for employees and dependent children (dependent children of faculty and staff employed before July 1, 1990 may attend any Maryland public four-year higher education institution with 100% tuition remission; dependent children of faculty and staff employed after July 1, 1990 may attend any Maryland public four-year higher education institution with 50% tuition remission, but only if the major program is not offered at the home institution; dependent children of faculty and staff employed after July 1, 1992 must meet the stipulations above and in addition, are not eligible for the tuition remission program until the faculty or staff member successfully completes two continuous years of employment at the home institution in a permanent position.)
- ~Tuition exchange program
- ~SMC facilities use
- ~Base Access to the Patuxent River Naval Air Station (employees must be approved by the Department of Defense to have access)

RETIREMENT PROGRAMS

~Maryland State Retirement & Pension System (MSRPS) -- The College's contribution is determined annually by the State Retirement Systems' Actuary; employee contributions are 5% of salary up to the Social Security Wage Base and 5% of salary in excess of the annual Social Security Wage Base. A member with at least five years' eligibility service will be vested.

~ORP (Optional Retirement Plans) - The College contributes 7.25% of employee's annual base salary; there are no employee contributions. Vesting is immediate. The following ORPs are offered by St. Mary's College:

- *Fidelity Trust
- *TIAA/CREF

All full-time administrators in permanent positions must enroll in a retirement program.

OPTIONAL

~House Keys 4 Employees (program offers down payment & settlement assistance)
For more information please visit: www.mmprogram.org

SUPPLEMENTAL RETIREMENT PROGRAMS

- ~\$600 Match Program (On Hold For FY2011)
- ~Nationwide
- ~Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA/CREF)

Please feel free to call the Office of Human Resources at 240-895-4309 for further information.