

**ADMINISTRATIVE STAFF (10-month -- EXEMPT)  
FRINGE BENEFITS FACT SHEET  
January 1, 2026 – December 31, 2026**

**BENEFITS**

***HEALTH***

- ❖ Health Insurance (all plans include vision benefits) -
  - CareFirst BlueCross BlueShield EPO, PPO
  - Kaiser Permanente IHM
  - United Healthcare Choice EPO, or Choice PPO
- ❖ Med Impact Drug Program
- ❖ Dental Plans (Delta Dental DHMO or United Concordia DPPO)
- ❖ Term Life Insurance Plan (MetLife)
- ❖ Accidental Death and Dismemberment Plan (MetLife)
- ❖ Flexible Spending Accounts (Health Care and/or Dependent Care)

All premiums are deducted from pre-tax income. 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:

- ❖ 1.25 days per month (12.5 days per year)  
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 ten year's eligible State service).

Holidays:

- ❖ Holidays during the contract period in which the College is closed. Unused holidays are forfeited at the end of the fiscal year.

Annual / Personal Leave:

- ❖ 10 month positions **do not** accrue paid annual or personal leave.

***PAYROLL DEDUCTIBLE***

- ❖ State Employees Credit Union (SECU)
- ❖ Direct Deposit of Paycheck (effective 01/01/01 direct deposit is a condition of employment)
- ❖ 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

## **RETIREMENT PROGRAMS**

- ❖ Maryland State Retirement & Pension System (MSRPS): Effective 7/1/11 – “Reformed Contributory Pension Benefit” - the College's contribution is determined annually by the State Retirement Systems' Actuary; employee contribution is 7%; a member with at least ten years' eligibility service will be vested; full service retirement is age 65 with at least 10 years of service or “Rule of 90” – sum of age and eligibility service must equal 90.
- ❖ 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.

## **SUPPLEMENTAL RETIREMENT PROGRAMS**

- ❖ 457(b) Go to [myMSRP.com](http://myMSRP.com) and type under plan enrollment codes: Group ID/Plan #100746-01, Plan Enrollment Code: o5KweFcu
- ❖ 401(k) Go to [myMSRP.com](http://myMSRP.com) and type under plan enrollment codes: Group ID/Plan #100746-02, Plan Enrollment Code: vvzf1SQi



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

Updated 1/8/2026  
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