



The information below pertains to Regular Status Nonexempt Staff employee positions and does not constitute an express or implied contract for employment with the USM Office (USMO). Each fiscal year, subsidies for health benefits and contributions toward retirement are subject to change by the Maryland Legislature.

02/28/2014 - BENEFIT SUMMARY FOR USMO REGULAR STATUS NONEXEMPT STAFF EMPLOYEE POSITIONS

LEAVE

Annual Leave	Beginning with the Date of Employment through completion of the 1st year: 11 days Beginning with the 2nd year through completion of the 2nd year: 12 days Beginning with the 3rd year through completion of the 3rd year: 13 days Beginning with the 4th year through completion of the 4th year: 14 days Beginning with the 5th year through completion of the 10th year: 15 days Beginning with the 11th year through completion of the 20th year: 20 days Beginning with the 21st year and thereafter: 25 days
Holidays –	14 workdays per year; 15 on General Election year - (To be observed per University schedule - 11 State Holidays, 3 University Holidays)
Personal Leave	3 workdays per year - can be used from 1 st day of employment; use or lose/year
Sick Leave	15 workdays per year

STATE OF MARYLAND HEALTH BENEFITS PROGRAM

Medical Plans	2 Preferred Provider Option (PPO), 3 POS, 3 EPO plans (80% subsidy)
Prescription Plan	1 provider (80% subsidy)
Dental Plans	2 DHMO, 1 PPO (50% subsidy)
Vision	Included in Medical Insurance Benefits
Term Life Insurance	Employee paid
PAD&D Plan	Employee paid
Health & Dependent Flex Spending Accounts	Employee paid - Up to IRS maximum
Long Term Care	Employee paid (only available during open enrollment)

USM PROGRAMS

Life Insurance (UNUM)	Employee paid
Disability Insurance (UNUM)	Employee paid

RETIREMENT PROGRAMS

MD State Employees Pension System – Employee contributory – 7.0% of salary; State contribution variable/year

SUPPLEMENTAL RETIREMENT PLANS - 403(b), 457(b), 401(k) - Voluntary Employee participation and contribution up to Internal Revenue Code limitations. Current vendors are: Fidelity, TIAA-CREF and MSRP-Nationwide

USMO PARKING FEE Pre-Tax dollars deducted over 20 pay periods:
 - **Employees with salaries at or below \$50,000 pay \$452 annual/\$22.60 per pay period**
 - **Employees with salaries above \$50,000 pay \$676 annual/\$33.80 per pay period**
 - Effective 11/ 1/ 2013 through 10/31/2014.

SECU STATE EMPLOYEES CREDIT UNION <https://www.secumd.org/> available to all State of Maryland Employees

TUITION REMISSION

Employee	Eligible upon employment - Maximum of <u>eight (8) credits</u> per semester. - There are some limitations set by each Institution for their special programs. - Tuition Remission for <u>Graduate level</u> courses is taxed at the highest tax rate. Form and Charts posted on Systemwide HR web page: http://www.usmd.edu/usm/adminfinance/HumResFF.html
Spouse and Dependents	Two years of employee service prior to anticipated date of registration for course work. Some Institutions have spouse/dependent restrictions and should be consulted prior to registering for classes. Under certain circumstances, dependents may attend Morgan State University, Saint Mary's College of MD, and Baltimore City Community College under a reciprocal arrangement.

USM-BOR POLICIES

Human Resources policies for Staff employees - May be found on the USM webpage: <http://www.usmd.edu/regents/bylaws/SectionVII> and <http://www.usmd.edu/usm/adminfinance/HumResFF.html>