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 1st 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 eight (8) credits per semester.
- There are some limitations set by each Institution for their special programs.
- Tuition Remission for Graduate level 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.

USMO – RV2/28/2014
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