

Summary of Benefits for Non-Exempt Employees

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Compensation

Paydays are biweekly (every other Wednesday).

Leave

Annual Leave

Full-time (40 hours per week) employees earn leave at a fixed rate based on years of service. Annual leave may be accumulated, with a maximum of 50 days carried over into the new calendar year. Leave is accrued but is not available for use during the first six months of employment. At the beginning of the seventh month, a total of five days is credited to the employee's balance and available for use.

Sick Leave

Fifteen days of sick leave are earned during the calendar year (i.e. 4.62 hours per pay period).

Holiday Leave

There are 11 paid holidays per year (12 days in a general election year).

Winter Recess

Frostburg State University employees enjoy a winter recess normally occurring between Christmas and New Year's, using holidays designated for this purpose or accrued leave.

Personal Leave

Employees receive three days of personal leave per calendar year, which may not be carried over from one calendar year to another.

Military Leave

Statute affords members of Military Reserve or National Guard units a benefit of 15 military leave days per year to attend active duty training.

Health Insurance

New employees who want health benefits must enroll within the first 60 days of employment. After enrolling, the employee and dependents are locked into the selected benefits for the remainder of the plan year. New employees who do not enroll within the first 60 days of employment do not have access to the benefits until open enrollment occurs or until they have a "change in family status."

Cafeteria-Style Insurance Options

Group rates/premiums are partially subsidized by Frostburg State University. Employee contributions are on a pre-tax basis.

- **Medical Plans**
- **Prescription Drug Plan**
- **Dental Plans**

Group rates, not subsidized:

- **Personal Accidental Death & Dismemberment Plan**
- **Term Life Insurance**
- **Flexible Spending Accounts**

Additional plans available through the University System of Maryland:

- **Group Term Life – UNUM**
- **Group Disability – UNUM**

Medical Plans

Employees have five medical plans from which to choose:

Preferred Provider Organization (PPO) Plans

- CareFirst BC/BS
- UnitedHealthcare

Exclusive Provider Organization (EPO) Plans

- CareFirst BC/BS
- UnitedHealthcare

Integrated Health Model (IHM) Plan

- Kaiser Permanente

All vendors under each type of plan (PPO, EPO or IHM) cover the same services. However, the participating provider networks for the plans are different. Be sure to carefully review what is covered by each type of plan, as well as which providers and facilities participate with the various plan networks.

Important things to keep in mind:

- Rates vary, depending on the specific plan and level of coverage selected.
- All medical plans include vision benefits.

Retirement Plan

Automatic enrollment in the Maryland State Retirement and Pension System commencing with employment.

Supplemental Retirement Accounts

There are three vendors to choose from; all vendors offer pre-tax and post-tax plans. Employees enroll on a voluntary basis

- **Nationwide Retirement Solutions**
- **TIAA (Teachers Insurance Annuity Association)**
- **Fidelity Investments**

MD State Employees Credit Union/SECU

Variety of services available, including direct deposit and payroll deduction.

Tuition Remission

Full-time, regular employees may enjoy up to eight credits per semester with tuition remitted at any institution in the University System of Maryland.

Restriction Effective July 1, 1990

All spouses and dependent children of all active regular faculty and regular staff whose initial appointment was made on or after January 1, 1990, and before July 1, 1992, may receive tuition remission of 100 percent on courses toward a first undergraduate degree at the institution where the spouse or parent is employed. A spouse or dependent child of regular faculty or regular staff at a degree-granting institution may enroll in courses toward a first undergraduate degree at other institutions of the University System with 50 percent tuition remission.

Additional Restriction Effective July 1, 1992

Tuition remission benefits for spouses and dependent children of regular faculty and regular staff are available, subject to certain restrictions, after the employee has been employed with the University System of Maryland for two years prior to the last date available for registration in the semester in which the course is being offered.

Union Representation

Unless excluded due to managerial, supervisory or confidential employment status, exempt employees, non-exempt employees and sworn police officers at Frostburg State University are represented by the following labor unions:

- **Eligible Exempt Employees – AFSCME**
- **Eligible Non-Exempt Employees – AFSCME**
- **Fraternal Order of Police – FOP**

Union representatives attend new employee orientation.

Job applicants are encouraged to call the Office of Human Resources to further discuss benefits afforded University System of Maryland employees.

The information provided in this pamphlet is not a contract and only represents a brief summary of benefits. The contents are subject to change and/or correction by the employer at any time without notice.