

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

**FRINGE BENEFITS FACT SHEET**

**January 1, 2024 – December 31, 2024**

**BENEFITS**

***HEALTH***

- ❖ Health Insurance (all plans include vision benefits) –
  - CareFirst BlueCross BlueShield EPO, PPO
  - Kaiser Permanente IHM
  - United Healthcare Choice EPO, or Choice PPO
- ❖ CVS Caremark Prescription 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:

- ❖ 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 ten year's 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)
- ❖ 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>, (click on Payroll Online Service)

## ***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 (all facilities within the athletics and recreation complex but not limited to: aquatics center, fitness areas, climbing wall, and recreational courts)

## ***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***

- ❖ ~Maryland Teachers and State Employees Supplemental Retirement Plan – Administered by Nationwide Retirement Solutions
- ❖ ~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.**