



## **FRINGE BENEFITS AVAILABLE TO REGULAR PART-TIME, NON-EXEMPT EMPLOYEES**

### **HCC'S BENEFITS**

1. Employee Assistance Program (EAP) - The College offers to regular full-time and part-time employees and their families free, confidential counseling via telephone and up to ten free, in-office, counseling sessions for personal or work-related issues at the College's expense.
2. Professional Development - The College offers to regular full-time or part-time employees professional development funding for job-related training and /or educational seminars, workshops or courses, in addition to on-campus group professional development programs.
3. Tuition Rate Agreement - Regular, part-time employees are eligible for in-county tuition rates based on their employment at Hagerstown Community College.
4. HCC College Tuition Waiver - Regular part-time employees who work at least 15 hours per week and have at least two years of continuous service at HCC immediately preceding eligibility for this benefit are eligible for the Tuition Waiver Program.
5. Annual Leave/Vacation - Vacations for twelve-month regular part-time employees are based on the fiscal year. Accrual is as follows:
  - 10 days each fiscal year beginning from the date of hire to the fifth anniversary of continuous employment. The 10 days are prorated from the hire date for employees hired during the first fiscal year of service and are based on daily/weekly work hours.
  - 15 days each fiscal year from the fifth anniversary to the tenth year of employment.
  - 20 days each fiscal year from the tenth anniversary and thereafter.Annual leave is prorated during fiscal years in which the above anniversary dates occur. Annual leave is not cumulative from one fiscal year to the next.
6. Sick Leave - Each employee is provided with the hourly equivalent of one day of sick leave for each month worked during the fiscal year. Sick leave is cumulative from year-to-year. Two days of sick leave per fiscal year may be used for personal business reasons.
7. Sick Leave Pool - Hagerstown Community College offers a Sick Leave Bank to serve as a depository into which participating employees may donate accrued sick leave time for allocation to other participating employees in order to support them when they face a major health crisis. The purpose is to create a caring environment and to alleviate the economic hardship caused when an illness or injury occurs.
8. Holiday Leave - The College designates official paid holidays per fiscal year for regular full-time and part-time employees. One floating holiday is provided which may be taken at any time throughout the fiscal year. The floating holiday must be taken as a whole day.
9. Employee Protection - A regular employee who is temporarily absent and unable to perform his/her duties as a result of personal injury incurred on the job will be paid his/her full salary for up to one year, less the amount of any Worker's Compensation payments or awards.
10. Family & Medical Leave - The College, in accordance with the federal Family and Medical Leave Act (FMLA) of 1993, may provide a leave of absence from work for a qualified family and medical reason to eligible employees. FMLA also includes a special leave entitlement for military family leave to care for a covered service member during a single 12-month period.
11. Military Leave - The College will provide to eligible regular employees military leave for reserve training with any branch of the United States Armed Forces, and military leave for active military duty to eligible employees in accordance with The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, federal statute, which clarifies uniformed service military leave rights for full-time and part-time regular employees.

### **HCC BENEFITS (CONTINUED)**

12. Special Leave - Paid leave is provided, as necessary, for certain special circumstances, such as bereavement or court/jury service. There is no maximum allowance or accumulation.
13. Computer Purchase Program – The College offers to regular full-time, and part-time employees the option to purchase a computer and/or printer through the College interest free for 24 months, paid through payroll deductions.

### **HCC SPONSORED BENEFITS – EMPLOYEE VOLUNTARY PARTICIPATION**

14. Voluntary Plans - The College offers to regular full-time and part-time employees, Personal Sickness Indemnity Plan, Personal Accident Expense Plan, Specified Health Event, Vision Plan, and Cancer/Limited Benefit Health Insurance/Specified Disease at the employee's expense. These products are offered through AFLAC during annual open enrollment.
15. Flexible Spending Accounts (FSA) for Dependent and Medical Care - The College offers to regular full-time and part-time employees the option to set aside pre-tax money in either one or both FSAs to reimburse themselves for any out-of-pocket medical/dental-related and dependent care expenses as defined by the IRS. The FSA's are offered through AFLAC during annual open enrollment.
16. Supplemental Retirement Annuities - The College offers Supplemental Retirement Annuities for regular full-time and part-time employees at the employee's expense. Employees may contribute up to the maximum allowed by the IRS. There are no contributions made by HCC.
17. Child Care Center - Children's Learning Center – The College has available child care programs located in the Children's Learning Center, serving children ages 2 to 6 years old. Also available is Summer camp offered for children ages 5 through 12 years of age. Faculty/Staff are offered a reduction in fees on tuition rates. Available spaces in the child care center are offered in the following order: 1) HCC Students, 2) HCC Faculty and Staff, and 3) Community members.
18. Bookstore Discount – The College offers a 10% discount from the bookstore on purchases over \$5.00.
19. Washington County Teachers Federal Credit Union – Employees of Hagerstown Community College and their family members are eligible to join the Washington County Teachers Federal Credit Union.

### **MARYLAND STATE BENEFITS**

20. Retirement - Membership in the Maryland State Retirement System or one of optional retirement programs (ORP's) (TIAA or Fidelity) is mandatory for regular full-time and part-time employees. Employees are required by the MD State Retirement System to contribute a mandated percentage of their base salary.

### **FEDERAL/STATE MANDATED BENEFITS**

21. Social Security - 7.65% (6.2% for FICA and 1.45% for Medicare Part A) of the gross annual salary is deducted from the employee's pay per pay period and is matched by the State or the College.
22. Worker's Compensation - In the event of injury sustained while on the job, an employee may be eligible for payment of medical expenses incurred in the treatment of such injuries through the College's Worker's Compensation Policy.

**The above fringe benefit package is offered on an annual basis, based on the approval of the Board of Trustees.**