



University of Maryland Biotechnology Institute
Office of Human Resources

Summary of Benefits
For
Contingent Category II Employees

Contingent Category II employees (“Contingent employees”), whose contracts so stipulate, are eligible to participate in the Benefits Plans available to employees of the State of Maryland and the University of Maryland System. Payroll deduction of premiums for these plans is not available, and the Contingent employee must remit payments with payment coupons directly to the Maryland State Department of Budget and Management (DBM).

Paid Leave

Contingent employees earn a **minimum of 5 days annual leave, 3 days sick leave and 8 paid holidays** and a maximum of the leave available to regular status employees in the equivalent employment categories. Annual and sick leave are earned on a biweekly basis in the same manner as regular employees. The amount of each leave type is stated in the employment contract. Paid leave for Contingent employees is administered consistent with the policies for the equivalent employment category. The disposition of leave at the end of the contract period is also stated in the individual employment contract.

Health Benefits

Contingent employees are eligible to participate in the following benefit Plans through the State of Maryland. Premiums for chosen benefits are paid directly to the state through benefit coupons that are generated upon enrollment and mailed directly to the employees home. Based on your contingent contract, an employer subsidy for chosen benefits may be applicable.

State of Maryland Plans

Health Insurance Plan
Prescription Drug Plan
Dental Plan
Personal Accident & Dismemberment Insurance
Life Insurance Plan

Pension Plans

Contingent employees may not participate in either the State of Maryland Employees Pension Plan or the Optional Retirement Plans. However, they may participate in a Supplemental

Retirement Annuity (SRA), which is a completely employee-paid program. SRA plans are offered by Nationwide (through the state), TIAA-CREF, and Fidelity.

Based on your contingent contract, an employer subsidy for retirement may be applicable.

Direct Deposit

Effective with those hired on 1/1/01 and after, all employees earning a biweekly salary are required to participate in the direct deposit program. Upon specific request to the State, an employee may be exempted from this requirement.