



UNIVERSITY OF MARYLAND BIOTECHNOLOGY INSTITUTE
Office of Operations and Finance

**Summary of Benefits
for
Nonexempt Appointments**

Annual Leave

(VII - 7.00 Policy on Annual Leave for Administrative and Classified Personnel)

Full-time regular Nonexempt Staff appointees earn annual leave according to the following schedule. Annual leave for part-time employees working 50% or more of full-time is earned proportionate to the percentage of their employment. Annual leave may be accumulated, but only a maximum of 50 workdays may be carried into a new calendar year. Time taken as paid annual leave shall have the concurrence of the supervisor and shall be reported on the biweekly positive time report. A Nonexempt Staff employee leaving employment in the University System of Maryland (USM) is entitled to compensation for any unused annual leave that has been credited and available for use as of the date of separation, provided the employee has worked at least six months in the USM.

1st through 6th month--No leave is earned but is credited for record-keeping purposes. After completion of the sixth month of service, such annual leave becomes earned and available for use.

7th month through 5th year -- 10 working days for each full year

6th year through 10th year -- 15 working days for each full year

11th year through 20th year -- 20 working days for each full year

21st year and thereafter -- 25 working days for each full year.

Sick Leave

(BOR 7.45 Policy on Sick Leave)

Full-time regular Nonexempt Staff employees earn 15 days sick leave per year at the rate of 4 hours 37 minutes per pay period. Sick leave for part-time employees working 50% or more of full-time is earned proportionate to the percentage of their employment. Sick leave may be accumulated without maximum, and it carries indefinitely from one calendar year to the next. Time taken as paid sick leave shall be reported on the biweekly positive time report. As members of the Maryland State Retirement or Pension Program, at the time of retirement, unused accumulated sick leave is applied toward the individual's retirement service credit. There will be no cash payment for accumulated sick leave upon separation of employment, nor may unused sick leave be used for early retirement.

Personal Leave

Full-time regular Nonexempt Staff employees are given 3 days of paid personal leave per calendar year. Personal leave for part-time employees working 50% or more of full-time is awarded proportionate to the percentage of their employment. Personal leave is awarded at the beginning of the first full pay

period each January and must be used by the end of the last pay period in the calendar year. Time taken shall have the concurrence of the supervisor and shall be reported on the biweekly time report. Personal Leave must be used in increments of a minimum of one hour per occasion. Unused Personal Leave days may not be carried forward into the next calendar year and are not eligible for compensation upon separation.

Health Benefits

Regular employees holding Nonexempt Staff appointments of at least 50% of full-time are eligible to participate in the Benefits Program of the State of Maryland as well as the optional benefits programs available to University System of Maryland employees. The Health Insurance, Prescription Drug, and Dental Plans are subsidized by the University; all other plans are employee-paid, and all programs are voluntary.

State of Maryland Plans

Health Insurance Plan
Prescription Drug Plan
Dental Plan
Personal Accident & Dismemberment Insurance
Life Insurance Plan
Long Term Care Insurance
Health Care/Dependent Care Spending Accounts

Additional University System of Maryland Plans

Long Term Disability Insurance
Optional Group Life Insurance

Retirement/Pension Plans

Regular Nonexempt Staff employees participate in the Maryland State Employees Pension Program (Modified), which is subsidized by the employer. Employees are required to contribute 2% of the annual salary through payroll reduction. In addition, Tax-Deferred Annuity Programs administered by PEBSCO, TIAA/CREF, AIG-VALIC, and Fidelity are available to supplement the employee's pension plan. The Tax-Deferred Annuity programs are not subsidized by the employer.

Tuition Remission

**(BOR VII - 4.10 Policy on Tuition Remission for Faculty and Staff and
BOR VII - 4.20 Policy on Tuition Remission for Spouses and Dependent Children of Faculty and Staff)**

The University System of Maryland offers a generous tuition remission program for the regular faculty and regular staff employees and their spouses and dependent children. Subject to admissibility, faculty and staff may register for the desired courses at any institution of the University System. Depending upon the employee's date of employment and subject to admissibility, the eligible spouse and dependent children of the employee may be eligible for tuition remission either immediately or after a period of two years of employment.

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.