

Office of Human Resources and Strategic Talent Management
BENEFITS AND TIME OFF OVERVIEW

Montgomery College offers a comprehensive benefits package to its employees. This summary provides an overview showcasing the range of benefits and paid Time Off offered to employees. Have questions? Please email HRBenefits@montgomerycollege.edu.

ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Medical and Dental Insurance			
<ul style="list-style-type: none"> Staff Administrators Chairs Full-time Faculty One-Year Full-Time Faculty One-Semester Full-time Faculty Regular Part-time Faculty Temporary Staff with Benefits 	College pays 75% of the cost of each plan for full-time employees. College contribution for employees who work less than full time will be prorated according to the percentage of full-time schedule worked.	1 st of month following date of hire	Health and Prescription Plans Dental Insurance
Vision Insurance			
<ul style="list-style-type: none"> Staff Administrators Chairs Full-time Faculty One-Year Full-Time Faculty One-Semester Full-time Faculty Regular Part-time Faculty Temporary Staff with Benefits 	The Employee	1 st of month following date of hire	Vision Insurance
Short-Term and Long-Term Disability (STD/LTD)			
<ul style="list-style-type: none"> Staff Administrators Chairs Full-time Faculty Temporary Staff with Benefits 	STD College pays 100% LTD College pays 75% of the cost of each plan for full-time employees. College contribution for employees who work less than full time will be prorated according to the % of time worked.	Eligible after 6 months of consecutive, benefits-eligible employment and payable up to 365 days of disability	Short-Term Disability Leave Long-Term Disability

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ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Flexible Spending Accounts			
Plans for Medical Expenses, Dependent Care, and Mass Transit/Parking			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • One-Semester Full-time Faculty • Regular Part-time Faculty • Temporary Staff with Benefits <p>*Part-time Faculty (credit) in the SEIU bargaining unit are eligible for a dependent care flexible spending account</p>	The Employee	1 st of month following date of hire	Flexible Spending Accounts
Group Pre-Paid Legal Benefit			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • Regular Part-time Faculty • Temporary Staff with Benefits 	The Employee	1 st of month following date of hire	Group Legal
Basic Life Insurance and Accidental Death and Dismemberment (AD&D)			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • Regular Part-time Faculty • Temporary Staff with Benefits 	College pays 75% of the cost of each plan for full-time employees. College contribution for employees who work less than full time will be prorated according to the % of time worked.	1 st of month following date of hire	Basic Life and AD&D
Optional Employee, Spousal, and Dependent Life Insurance			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • Regular Part-time Faculty • Temporary Staff with Benefits 	The Employee	1 st of month following date of hire	Optional Life Insurance Spousal and Dependent Life Insurances

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ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Required Retirement Plan			
Position will determine plan eligibility: Maryland State Pension System or Maryland State Optional Retirement Plan			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • One-Semester Full-time Faculty • Temporary Staff with Benefits 	Employee and/or the College or State of Maryland	Upon employment; pursuant to State law, participation is a condition of employment	Retirement
403(b) and 457(b) Supplemental Retirement Annuities			
All Employees *Part-time Faculty (credit and non-credit), One-semester Full-Time Faculty, and Temporary Employees are only eligible for 403(b) plans	The Employee	Upon Hire	Retirement
MC Cares Faculty and Staff Assistance Program (FSAP)			
All Employees	The College	Upon Hire	FSAP
Wellness Program			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • One-Semester Full-time Faculty • Regular Part-time Faculty • Temporary Staff with Benefits 	The College	Upon Hire	Wellness
Educational Assistance Program (EAP)			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • Regular Part-time Faculty • Part-time (credit) Faculty* • Temporary Staff with Benefits 	The College	After 6 months of consecutive employment *Part-time (credit) Faculty have to have taught for two (2) academic years and	EAP

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		a total of 9 ESH over those years
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ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Tuition Waiver			
Benefits-Eligible Employee, Eligible Dependent Children, and Legal Spouse			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • Regular Part-time Faculty • Temporary Staff with Benefits 	The College	Upon Hire	Tuition Waiver
Professional Development and Technology Skills Courses			
All Employees	The College	Upon Hire	Workday Learning ELITE
Credit Unions			
All Employees	N/A	Upon Hire	State Employees Credit Union Educational Systems Federal Credit Union SkyPoint Federal Credit Union
Workers' Compensation			
All Employees	The College	Upon Hire	Workers' Compensation
College Parking			
All Employees	The Employee	Upon Hire	Parking

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ELIGIBILITY	TIME OFF TYPES	ELIGIBILITY START DATE	MORE INFORMATION
Paid Time Off			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • One-Year Full-Time Faculty • Regular Part-time Faculty • Temporary Staff with Benefits 	<ul style="list-style-type: none"> • Annual Time Off (for Staff/Administrators) • Bereavement Time Off • Civic/Court Time Off • Enrichment Time Off • Personal Time Off • Sick Time Off • Time Off for Professional Meetings • 14 Paid Holidays, including a week-long Winter Break between Christmas Day and New Year's Day 	<p>Upon Hire</p> <p>Some Time Off is accrued on a biweekly basis, some is granted at the beginning of each year</p>	<p>Pay Date and Paid Holiday Schedule</p>