



Office of Human Resources and Strategic Talent Management

BENEFITS AND LEAVE OVERVIEW

Montgomery College offers a comprehensive benefits package to its employees. This summary provides an overview showcasing the range of benefits and leave 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 % of time 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 six months of consecutive, benefits-eligible employment and payable up to 365 days of disability	Disability Leave Long-Term Disability



ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Flexible Spending Accounts Plans for Medical Expenses, Dependent Care, & 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 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 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 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



ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Spousal/Dependent Life Insurances			
<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	Spousal and Dependent Life Insurances
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
Supplemental Retirement Annuities			
<p>All Employees</p> <p>*Part-time Faculty (credit and non-credit), One-semester Full-time Faculty, and Temporary Employees are only eligible for 403(b) plans.</p>	The Employee	Upon Hire	Retirement
Faculty/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



ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
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 six months of consecutive employment. *Part-time (credit) Faculty have to have taught for two academic years and a total of nine ESH over those years.	EAP
Tuition Waiver Employee, Eligible Dependent Children, 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 Classes			
All Employees	The College	Upon Hire	ELITE
Credit Unions			
All Employees	The Employee	Upon Hire	State Employees Credit Union Educational Systems Federal Credit Union SkyPoint Federal Credit Union
Worker's Compensation			
All Employees	The College	Upon Hire	Worker's Compensation
College Parking			
All Employees	The Employee	Upon Hire	Parking



ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Holidays			
<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	Holidays
Annual Time Off			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Temporary Staff with Benefits 	The College	Upon Hire	Annual Leave
Sick Time Off			
<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 and non-credit), Temporary Employees, Student Workers are only eligible for sick and safe leave.</p>	The College	Upon Hire	Sick Leave
Personal Time Off			
<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	Personal Leave



ELIGIBILITY	WHO PAYS	ELIGIBILITY START DATE	MORE INFORMATION
Sabbatical and Professional Development Leave			
Sabbatical Full-time Faculty Professional Development Staff, Administrators, and Temporary with Benefits	The College	Sabbatical Must have 14 consecutive semesters of service. Professional Development Must have three continuous years of service.	Sabbatical and Professional Development Leave
Special Time Off/Leave with Pay			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • Temporary Staff with Benefits 	The College	Upon Hire	Special Leave with Pay
Special Time Off/Leave without Pay			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty 	The Employee	Upon Hire	Special Leave without Pay
Family Medical Leave (FMLA)			
All Employees	The Employee	Have worked for the College for at least 12 months and for at least 1,250 hours over the previous 12-month period.	FMLA
Flexible Work Arrangements			
<ul style="list-style-type: none"> • Staff • Administrators • Chairs • Full-time Faculty • Temporary Staff with Benefits 	The College	Upon Hire	Flexible Work Arrangements