



BENEFITS OVERVIEW TECHNICAL/SUPPORT STAFF ELIGIBLE REGULAR PART-TIME

BENEFIT	DATE OF ELIGIBILITY	SUMMARY OF COVERAGE
Universal Leave	Beginning of the fiscal year following the employees fourth anniversary	<p>Eligible regular part-time technical/support employees</p> <ul style="list-style-type: none"> • Staff in a budgeted position of 500 hours or more • Staff must have four or more continuous service years • Staff will receive 30 hours of universal leave at the beginning of each fiscal year • Leave cannot be used during winter/spring breaks • Leave cannot be carried over to next fiscal year • Leave is lost at end of employment
Maryland State Teachers and Employee Pension	Date of Hire	<p>Must be over age 18 to participate</p> <ul style="list-style-type: none"> • Participant must enroll on their first day of employment • Your 7% contributions are on a pre-tax basis and state percentage varies. • Ten-year vesting period • Includes a disability retirement benefit
Tax Shelter and Annuity	Enrollment anytime	<ul style="list-style-type: none"> • Choice of 4 annuity plans • Only the employee contributes, no College or state matching
Employee Tuition Waiver Program	Date of Hire	<ul style="list-style-type: none"> • Employee (only) eligible to participate • Program waives cost of tuition at Prince George's Community College; enrollee is responsible for all fees
Employee Assistance Program (EAP)	Date of Hire	<ul style="list-style-type: none"> • The EAP is a plan that offers employees and their dependents the opportunity to resolve personal issues and concerns before they escalate. Early intervention can prevent costly medical expenditures, lost productivity and intrusion into an individual's personal life. See Human Resources for details.