## BENEFITS OVERVIEW

### TECHNICAL/SUPPORT STAFF

### ELIGIBLE REGULAR PART-TIME

<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>DATE OF ELIGIBILITY</th>
<th>SUMMARY OF COVERAGE</th>
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| Universal Leave                      | Beginning of the fiscal year following the employees fifth anniversary | Eligible regular part-time technical/support employees  
- Staff in a budgeted position of 500 hours or more  
- Staff must have five or more continuous service years  
- Staff will receive 22.5 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                                           | Must be over age 18 to participate  
- 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                                       | Choice of 4 annuity plans  
- Only the employee contributes, no College or state matching |
| Employee Tuition Waiver Program      | Date of Hire                                             | 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                                             | 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. |

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