

UMBC

An Honors University in Maryland

Welcome to UMBC!

We are delighted you have chosen to work at UMBC, and we welcome you to the campus.

Ours is a special community – committed to nurturing people, ideas, and the values that support excellence and service. Established in 1966, UMBC cares deeply about its students, faculty and staff. We are proud to be building a national reputation of excellence.

As a new employee, you have the opportunity to contribute directly to UMBC's success and our primary objectives: 1) to be one of the best public research universities in the nation; 2) to be a major resource for Maryland and greater Baltimore; and 3) to create a campus community that finds enrichment in cultural and ethnic diversity.

This manual provides information on the University's organization and the various benefits and services available to you. We hope that you find it useful. I want to thank the members of the Professional Staff Senate and the Non-Exempt Excluded Staff Senate who collaborated with the Department of Human Resources in developing the Staff Handbook.

Again, welcome.

Sincerely,

Freeman A. Hrabowski, III

This handbook is a synopsis of policies governing staff of UMBC and is not intended to represent contractual terms of employment. The policies outlined in this document may change after the publication date. UMBC reserves the right to change, or discontinue without notice, any plan, program, benefit, term or condition set forth within this handbook.

More detailed interpretation and administration of these policies are made by the Department of Human Resources (HR). Changes will be posted on the HR web page (www.umbc.edu/hr). Please contact HR if you need an explanation or clarification of any item mentioned herein (410-455-2337).

Employees who are represented for collective bargaining purposes should refer to their respective memorandum of understanding for information regarding terms and conditions of employment. A full copy of the each memorandum of understanding can be viewed at:

www.umbc.edu/hr/

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Welcome to the University of Maryland Baltimore County (UMBC). Your employment at UMBC provides you with an opportunity to play a vital role in achieving the mission of UMBC, which is to be one of the best public research universities of its size in the country, to be a major center for intellectual activity in the metropolitan Baltimore region, and to create a campus community that finds enrichment in cultural and ethnic diversity. UMBC is part of the University System of Maryland (USM), which includes the following institutions:

- University of Maryland, Baltimore (UMB)
- University of Maryland, College Park (UMCP)
- University of Maryland, Eastern Shore (UMES)
- University of Maryland, University College (UMUC)
- Bowie State University (BSU)
- Coppin State University (CSU)
- Frostburg State University (FSU)
- Salisbury University (SU)
- Towson University (TU)
- University of Baltimore (UB)
- University of Maryland Center for Environmental Studies (UMCES)
- University of Maryland Biotechnology Institute (UMBI)
- University System of Maryland Office (USMO)

The Department of Human Resources (HR) contributes to the University's mission of teaching, research, and public service by providing benefits and services that help to attract, motivate, and retain a highly talented, committed, and diverse workforce. To encourage excellence, HR promotes fair and equitable treatment, provides continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals.

This handbook applies to all regular staff employees, unless otherwise indicated. Portions of the handbook are superseded by collective bargaining agreements where applicable. Employees whose actions are subject to any provisions of state or federal laws shall be governed by the provisions of those state and federal laws to the extent the provisions in the staff handbook conflict with the applicable laws.

ABOUT YOUR UNIVERSITY

Mission

Established in 1966, UMBC is a dynamic public research university integrating teaching, research and service to benefit the citizens of Maryland. As an honors university, the campus offers academically talented students a strong undergraduate liberal arts foundation that prepares them for graduate and professional study, entry into the workforce, and community service and leadership. UMBC emphasizes science, engineering, information technology, human services and public policy at the graduate level. UMBC contributes to the economic development of the State and the region through entrepreneurial initiatives, workforce training, K-16 partnerships, and technology commercialization in collaboration with public agencies and the corporate community. UMBC is dedicated to cultural and ethnic diversity, social responsibility and lifelong learning.

Vision

UMBC is an honors university in Maryland that seeks to become the best public research University of its size by combining the traditions of the liberal arts academy, the creative intensity of the research university, and the social responsibility of the public university. We will be known for integrating research, teaching and learning, and civic engagement so that each advances the others for the benefit of society.

Employment Opportunities

UMBC is committed to the principles of equal employment opportunity. Vacant staff positions are advertised on the HR website at: <http://www.umbc.edu/hr/employment/index.html>. The website is updated as new positions become available. Position announcements are also posted on the employment bulletin board in HR (5th Floor Administration Building). Institutions within the USM and UMBC departments are sent copies of the position announcements to post. In addition, employment opportunities at other USM Institutions may be found on the USM Career Opportunities website at: <http://www.usmd.edu/Employment/Jobs.html>. Position announcements for other institutions in the USM are also posted on the employment bulletin board located in HR.

Equal Employment Opportunity

UMBC affirms its commitment to a campus environment which values human diversity and respects individuals. Fostering diversity and respect for difference is a fundamental goal of higher education, ranking among the highest priorities of this institution. In this spirit, UMBC is committed to a policy of equal opportunity and to the elimination of discrimination in both education and employment on the basis of race, color, national origin, ethnic background, gender, sexual orientation, age, creed, political or religious opinion or affiliation, disability, veteran's status or marital status, in conformity with all pertinent federal and state laws on non-discrimination and equal opportunity. More detailed information on the EEO/AA policy and steps for filing of complaints can be found on the website of the Office of Human Relations Programs at:

<http://www.umbc.edu/ola/hr.html>

Drug-Free Workplace

UMBC strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the State's and/or University's owned or utilized premises. Violation of this policy will result in discipline up to and including termination from employment. As a condition of employment, employees must abide by the terms of this policy and must notify their supervisor of any criminal drug conviction no later than five (5) days after such conviction.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII110.html>

Environmental Safety and Health (formerly Risk Management)

UMBC is committed to ensuring a safe work and academic environment for employees and the campus community by strictly adhering to federal, state and industry requirements governing environmental health and safety in the workplace. This includes:

- Developing, implementing and administering University safety and risk management programs designed to insure staff, faculty, public, and student safety;
- Assuring compliance with OSHA, MOSHA, and all other applicable health and safety standards; and
- Educating the campus community in accordance with the Maryland Risk Management Program.

Please visit <http://www.umbc.edu/safety/> for more information.

Smoking Policy

It is the policy of UMBC to regulate smoking on University properties since tobacco smoke has been found to be a Class A human carcinogen. This policy is designed to protect and enhance outdoor and indoor air quality in the University's buildings and to contribute to the health and well-being of the UMBC community, in general. Smoking is prohibited within 20 feet of all building openings including doorways, air or ventilation intake systems, entryways, and windows. Smoking is also prohibited on UMBC's mainstreet area (from the entrance to the Kuhn Library to the street adjacent to the Administration and Recreational Activity Center), and the patio area outside the Commons.

<http://www.umbc.edu/hr/PDFs/smokingpolicy.pdf>

Workplace Violence

UMBC is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of staff, faculty, students, and visitors are of vital importance. Violent or threatening behavior will not be tolerated. This policy applies to any acts of violence or threats made on UMBC property, at UMBC events, or under other circumstances that may negatively affect UMBC's ability to conduct business. Included in this prohibition are such acts or threats of violence made directly or indirectly, by words, gestures, or symbols, which infringe on the University's right or obligation to provide a safe workplace for its employees, students, and visitors.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVI/VI110.html>

Sexual Harassment

Sexual harassment impedes the ability of the campus community to support the intellectual, professional, personal, and social development of students, faculty and staff. It threatens the legitimate expectation of the campus community that academic or employment opportunity and progress is determined only by the published requirements for job, academic and extra curricula performance.

UMBC is committed to maintaining a campus environment that is free of discrimination. Sexual harassment, a form of discrimination, is prohibited by state and federal law and will not be tolerated. Retaliation against persons raising concerns about sexual harassment or persons who are parties to sexual harassment complaints is also prohibited and will not be tolerated.

All allegations of sexual harassment will be thoroughly and confidentially investigated in accordance with the University's Sexual Harassment Complaint Procedure. Additional information concerning the UMBC Policy Prohibiting Sexual Harassment and the Sexual Harassment complaint procedure can be found at: <http://www.umbc.edu/ola/nondiscrimination.html>

Americans with Disabilities Act

UMBC is committed to compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the American with Disabilities Act of 1990. It is a priority of the University to ensure full participation in programs, employment and activities for all individuals. Reasonable accommodations will be provided, upon request, to University employees, students and visitors. All University publications and events announcements shall contain a statement informing persons with disabilities of the procedure for requesting accommodations. New construction projects and renovations shall comply fully with all federal, state and local codes, including the Americans with Disabilities Act Accessibility Guidelines and the Uniform Federal Accessibility Standards. Additional information concerning this policy and the ADA complaint procedure can be found at: <http://www.umbc.edu/ola/nondiscrimination.html>.

DEFINITIONS

There are several *categories* of employment at UMBC. For the purposes of this manual, the primary categories are defined as follows:

Non-exempt Employee

If you are a non-exempt employee, the University is required by federal law to pay you a regular hourly wage. The University is also required to pay you overtime at the rate of one and one-half times your regular hourly rate for all hours worked in excess of forty (40) hours in a workweek. Positive time records are required for all non-exempt staff members.

Exempt Employee

If you are an exempt employee, the University is required to pay you a salary; salary levels for exempt staff reflect the total compensation for all services provided. The nature of exempt work may require exempt employees to work more than regularly scheduled hours in a given workweek. Exempt employees are: employed at will (if hired after January 1, 2000); not eligible for overtime pay; do not complete an hourly timesheet; and are not covered by the overtime pay provisions of the Federal Fair Labor Standards Act. Exception time records are required for all exempt staff members.

There are certain *statuses* associated with the above-cited categories of employment. They are:

Regular Employees are employed in an exempt or non exempt status at 50% or more and are eligible to receive subsidized health and retirement benefits, paid leave, and a variety of other benefits as part of employment.

Grant-Funded Employees are employed in an exempt or non-exempt status including contingent employment. Grant-funded, regular employees who are employed at 50% or more may be eligible to receive subsidized health and retirement benefits, paid leave, and a variety of other benefits as part of employment. Grant-funded employment is contingent upon the renewal of the grant and carries no layoff or reinstatement rights.

Contingent Employees are employed in an exempt or non-exempt, non-regular status of employment. There are two categories of contingent employment, Contingent I and Contingent II.

Contingent I employment can be defined as temporary (6 months or less with the option of a one-time renewal), or “*if-and-when-needed*” (typically for one year, but

less than 20 hours a week). There are no benefits associated with Contingent I employment. Competitive recruitment is not required for Contingent I employment, however, the employee must meet the minimum qualifications of the position in which they are hired.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII140>

Contingent II employees are contracted to work more than six months up to a year during a contract period and are required to be hired through competitive recruitment and selection. Contingent II employees are entitled to receive basic leave benefits. In most instances, Contingent II employees are converted to a Regular Status position after three consecutive years of service.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII140>

Both categories of contingent employees:

- Provide personal services to an institution for pay;
- Are not employed as a regular employee in a budgeted position;
- Have an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment, and a place to work;
- Are subject to the institution for the direct details, means and results of the performance of the services; and
- Serve at the pleasure of the institution with regard to discharge from employment.

COLLECTIVE BARGAINING

In May 2001, Governor Parris N. Glendening signed into law Senate Bill 207, legislation that expands current state law governing collective bargaining to include public institutions of higher education, including University System of Maryland (USM) institutions. The new law became effective July 1, 2001. Senate Bill 207 granted UMBC employees statutory protection to organize, bargain collectively, and participate through labor organizations in decisions that affect them. Employees who are represented for collective bargaining purposes are not required to join the union representing them. All represented University employees are free to join or not join labor organizations.

The American Federation of State, County and Municipal Employees (AFSCME) has been certified as UMBC's exclusive representative for employees in the non-exempt bargaining units and the Fraternal Order of Police (FOP) has been certified as exclusive representative for the sworn police officers' bargaining unit. The contract between management and the union is commonly referred to as the Memorandum of Understanding (MOU).

The following employees are specifically excluded from the legislation and are not eligible to participate in collective bargaining:

- Chief administrators or someone in a comparable position;
- Deputy, associate, or assistant administrators, or someone in a comparable position;
- Faculty members and faculty librarians;
- Student employees, including teaching assistants or comparable positions, fellows, or post doctoral;
- Interns;
- Contingent employees;
- An employee whose regular place of employment is outside of Maryland;
- An employee whose participation in a labor organization would be contrary to the State's ethics laws;
- Employees entitled to participate in collective bargaining under another law
- Board of Regents; or,
- Any supervisory, managerial, or confidential employee as defined in regulations adopted by the USM.

Managerial employee is an employee who is engaged predominantly in executive and management functions; or charged with the responsibility of directing the effectuation of management policies and practices.

Supervisory employee is an employee who has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

Confidential employee is an employee who has access to confidential or discretionary information, which means information regarding

- legal advice,
- the development of policy or procedures pertaining to labor/employee relations,
- budget formulation and implementation,
- whose functional responsibilities or knowledge concerning labor/employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; or,
- who performs the functions of a Secretary; Administrative Assistant; or Executive Administrative Assistant to a Chancellor, President, Vice Chancellor, Vice President, Provost or Dean.

EMPLOYEES VOICE IN GOVERNANCE

The Planning Leadership Team

The Planning Leadership Team serves as an advisory body to the president with respect to institutional planning. It is responsible for the development and ongoing refinement and updating of the institutional strategic plan.

Council of University System Staff (CUSS)

The USM Council of University System Staff (CUSS) provides non-faculty employees of the University System of Maryland, who are excluded from collective bargaining by virtue of their position, with a voice in the governance of the system. Through the council, all regular staff employees have the opportunity to influence decisions affecting the System Staff's interests. UMBC has two (2) representatives serving on CUSS.

University Steering Committee

The University Steering Committee leads the UMBC shared governance process. Its members are: the president and vice presidents of the Faculty Senate, Graduate Student Association, Non-exempt Excluded Staff Senate and Professional Staff Senate; the president and the speaker of the Student Government Association; and the President of UMBC, ex officio or President's designee. The committee establishes rules to ensure the proper coordination of effort among the Senates, appoints ad hoc committees on shared issues and represents the interests of the Senates to the UMBC Administration, the USM Administration and the Board of Regents. For more information, contact the President's Office at 410-455-3880.

Faculty Senate

The Faculty Senate supports the success of faculty and students through its central role in the shared governance process. It speaks on behalf of the faculty in regards to faculty independence, promotion, tenure, and retention, requirements for awarding undergraduate and graduate degrees, and reviews of academic departments and programs. It also supports and makes recommendations regarding the establishment of policies for the research, scholarship and creative activities that are the cornerstone of a strong university. <http://www.umbc.edu/facsenate>

Professional Staff Senate

The Professional Staff Senate (PSS) provides a forum for discussing issues involving or of interest to exempt staff members. Such matters include academic and administrative policies that affect exempt staff. The senate is an active member in UMBC's system of shared governance, presenting the interests and concerns of its constituents to the University Steering Committee and seeking improvements for the mutual benefit of staff members and the university. PSS works diligently to maintain and contribute to community life at UMBC. <http://www.umbc.edu/pss>

Non-exempt, Excluded Staff Senate

The Non-exempt, Excluded Staff Senate (NEESS) represents non-exempt staff not under collective bargaining, offering them a voice in shared governance. NEESS encourages its members to share any problems or concerns so that they can: initiate the proper action to assist the members; keep members informed of issues and actions that may affect them; and to encourage dialogue between the members and senators. NEESS continually strives to develop and maintain open communication with the administration so that they can serve members to the best of their ability. <http://www.umbc.edu/neess>

Graduate Student Association (GSA)

The Graduate Student Association represents the interests and concerns of all graduate students attending UMBC by providing them with a forum for discussions of and recommendations on matters involving graduate students and their welfare at UMBC. <http://www.umbc.edu/gsa>

Student Government Association

The Student Government Association promotes the recognition of students' rights and responsibilities; individual and collective thought; student interests and needs; and school spirit and involvement. It empowers the student body to defend this mission. <http://sga.umbc.edu>

UNDERSTANDING YOUR JOB

Job Specifications and Descriptions

- **Non-exempt Employees:** Job Specifications for non-exempt positions were developed in collaboration with the institutions within the University System of Maryland (USM) and generally describe the primary duties and responsibilities of the work to be performed, the minimum qualifications necessary to perform the job, and educational requirements. These specifications are used system-wide and cannot be changed, deleted, or amended without the approval of the Chancellor. Job descriptions are created by the department using the USM Job Specifications as a guide in outlining the statement of actual duties and responsibilities for the employee. Non-exempt job specifications can be found at: <http://www.usmd.edu/umsp/alljobs.html>
- **Exempt Employees:** USM does not develop job specifications for exempt jobs. The USM publishes a list of titles institutions are authorized to use, and it is the responsibility of each institution to develop appropriate job descriptions for exempt positions.

Work Schedules

Non-exempt employees work a standard workweek of eight (8) hours per day, 40 hours per week. Employees may be required to work shifts or different work schedules as necessary to meet campus/departmental needs.

Exempt employees are expected to work the hours necessary to satisfactorily complete the requirements of the job. A full-time commitment typically requires a minimum of 80 hours per bi-weekly payroll period. See Duty Day memorandum at http://www.umbc.edu/hr/PDFs/dutyday_memo.pdf

Overtime

Non-exempt employees are eligible to receive cash overtime for pay hours in excess of the 40 hour workweek. Overtime is calculated at time and a half of the normal hourly rate of pay. Employee must obtain prior supervisory approval to work overtime.

Compensatory Time

Non-exempt employees may receive compensatory time in lieu of cash overtime. Compensatory time is calculated in the same manner as overtime. Exempt employees are not eligible for cash overtime or compensatory time.

Shift Differential

Non-exempt employees assigned to a departmental unit that operates on regularly scheduled, qualifying shifts are eligible for shift differential pay. Qualifying shifts are the evening and night shift for departments that operate on three shifts daily. For departments working only two shifts daily, a qualifying shift is regularly scheduled to start between 2:00 p.m. and 1:00 a.m. To qualify for shift differential an employee must be assigned to the qualifying shift.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII460.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 21, Section 1)

On Call

Non-exempt employees required to be available to report to work outside the normally scheduled hours for emergencies or other unusual circumstances are considered in an on-call status and shall receive compensation. Employees will be notified in advance of their assignment to on-call status. Essential employees are not automatically assigned to on-call status.

Employees shall receive on-call pay according to the rates established by the Chancellor or designee for each day that they are assigned to on-call. On-call rates are published for the general information of all employees.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII462.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 7, Section 7)

Call-Back

Non-exempt employees required to return to work on a regularly scheduled on-duty day after going off-duty, or are required to work on a regularly scheduled off-duty day are eligible for call-back compensation. This policy applies to employees who are called back to work whether or not such employees are in on-call status. An employee who is called back during a qualifying shift will receive a prorated shift differential according to the policy entitled, "Shift Differential."

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII462.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 7, Section 8)

Salary

USM Exempt and Non-exempt Pay Plans govern the salaries of UMBC employees. The pay plans include salary ranges for job classes. The pay plans may only be changed with the review and approval of the USM Board of Regents upon the recommendation of the Chancellor of the University System of Maryland.

<http://www.umbc.edu/hr/CC/index.htm>

Paychecks

UMBC employees are paid every two weeks on a Friday in accordance with the UMBC payroll schedule. An earnings statement is provided on each paycheck or pay advice (for individuals who receive direct deposit). The statement provides employees with a record of regular and overtime earnings, taxes, deductions, and state-paid benefits. Questions regarding paychecks should be directed to the UMBC Payroll Service Center.

Direct Deposit

Regular and Contingent II employees are required to have their paychecks directly deposited in a banking institution of their choice. You can secure a Direct Deposit form from the Payroll Service Center, or online at <http://compnet.comp.state.md.us/cpb>. If special circumstances exist wherein direct deposit cannot be utilized, a waiver form must be completed by the employee.

Timesheets

All employees are responsible for the accurate completion of a timesheet. Timesheets must be submitted for approval to the supervisor and to the departmental timekeeper for input in the PeopleSoft Time Entry System. The PS Timesheet can be obtained from the departmental timekeeper.

Probation

Probation is a trial period in which employees demonstrate their ability to perform the duties and responsibilities of the position.

Newly hired non-exempt employees serve a six-month original, probationary period. Upon the successful completion of probation, a non-exempt employee receives a salary increase in accordance with the USM Policy. During the probationary period the supervisor, with the approval of the appropriate departmental administrator, and with

written notification to the HR Department, may reject an employee without cause at any time with a two-week written notification. In such cases, the employee has the right to appeal the rejection within 5 working days of receipt of the written notification on grounds of procedural deficiency or violation of the law. Non-exempt employees promoted or voluntarily transferred may be placed on a status change probation. <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII121.html> www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 8)

Newly hired exempt employees shall serve a probationary period of one year. During the probationary period the supervisor, with the approval of the Assistant Vice President for Human Resources, may reject an employee without cause provided there is a 30 calendar day notification and the notice occurs at least 30 calendar days prior to the expiration of the probationary period. In such cases, the employee has the right to appeal the rejection within five working days of receipt of the written notification on grounds of procedural deficiency or violation of the law. <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII122.html>

Performance Evaluation

Effective performance evaluation involves communication between the employee and the supervisor of expectations, goals, and the standards for measuring performance. The Performance Management Process (PMP) provides a structure for employees and supervisors to communicate regarding performance issues and plan for professional development.

The 3 major components of the PMP include the following:

1. the establishment of expectations for the coming year and discussion of specific goals between the supervisor and the employee at the beginning of the rating period;
2. continuous communication and feedback between the supervisor and the employee throughout the year; and
3. a formal discussion between the supervisor and the employee at the end of the rating period on achievements, areas for improvement, and strategy for development.

The evaluation process is from April 1 – March 30 of each year. **PMP Training is required for all new supervisors and employees. Please contact HR at 410-455-2337 if you have not been scheduled for training.**

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII520.html> www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 17)

Conduct and Discipline

Employees are expected to perform their work efficiently and effectively and to be mindful of the public expectations of the University and its employees. As such, employees are expected to act with judgment, discretion and integrity at all times. Supervisors are expected to provide leadership for the group they supervise, to respect the dignity and rights of employees as individuals, and to set an example by their own conduct, attitude, and work habits. Appropriate disciplinary measures should be applied firmly, consistently, impartially, and where required, appropriate disciplinary action will be administered to ensure continued effective and efficient operation of the University. To review the policies and procedures regarding employee discipline and special action appeals in greater detail, visit the USM website at:

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII810.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 18)

Grievances

Specific procedures exist to address legitimate problems, differences of opinion, complaints, and grievances between management and employees. Should the necessity arise to address any grievance, employees are encouraged to review established policies and procedures for the filing of grievances:

Exempt and non-exempt excluded staff should review the appropriate Board of Regents policies on the filing of grievances. More detailed information on the grievance process may be found in the USM website:

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII800.html>

Non-exempt staff represented by the Union should refer to the regulations outlined in the MOU: www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 18)

Soliciting Personnel During Working Hours

UMBC's procedures in regard to soliciting personnel during working hours is governed by and administered in accordance with *USM VII-2.20 Policy on Soliciting Personnel During Working Hours*. Solicitation of any employee for any purpose, except where such solicitation is a part of the assigned duties and responsibilities or has been approved by the Chancellor or designee for systemwide purposes or the Chief Executive Officer or designee for UMBC purposes, is prohibited. Employees shall have an undisturbed opportunity to perform assigned duties and responsibilities.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII210.html>

Confidentiality and Conflict of Commitment

Employees are expected to adhere to rules prohibiting dissemination of private and/or confidential information related to employee personal data, work information, and research. Depending upon the type of work involved, a campus department may have confidentiality agreements in force.

By accepting appointment at UMBC, each employee is expected to perform assigned duties and responsibilities. Any outside/external commitments shall not interfere with the execution of assigned duties and responsibilities nor compromise existing work and research being conducted at UMBC.

Nepotism/Relationship Policy

Appointments and promotions in the University are made based upon the qualifications and performance of an individual. As such, members of the same family, including husband and wife, are eligible for employment. However, a supervisor/employee relationship will not be allowed, nor shall one member of the family relationship assume for the other the role of advocate or judge with regard to conditions of employment or promotion. Instances where members of the same family may be recommended to work for the same supervisor must be approved, in advance, by the President or designee.

<http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII210.html>

Likewise, it is permissible for co-workers to engage in consensual amorous relationships with one another, as long as the relationship does not create a conflict or apparent conflict of interest. UMBC will not infringe upon the rights of staff to associate freely, or upon their rights to privacy. At the same time, no personal ties will be allowed to interfere with the professional integrity of the supervisor-employee relationship. In the case of amorous relationships, such ties can give rise to charges of favoritism by other employees with regard to recommendations, promotions, salary increases, or employment resources/opportunities, thus subverting the fair and equal access to resources at UMBC. As a result, UMBC prohibits amorous relationships where a supervisor and employee are directly involved, or where the relationship will cause a direct conflict of interest. In the instance that such relationships occur and cause harm to the professional integrity of the larger community, Management may take action, including the transfer of one or both the individuals from the department.

Dress Code

Employees are encouraged to be mindful in the manner of dress and decorum while serving the campus community. Departmental guidelines regarding appropriate dress and decorum may be established and employees are expected to adhere to such guidelines.

LEAVE POLICIES

Holiday Leave

University employees, in a regular exempt or nonexempt status are entitled to eleven (11) paid holidays per year and twelve (12) paid holidays during years of general or congressional elections. Part-time employees who are employed 50 percent (50%) or more shall earn holiday leave on a prorated basis. The holidays are as follows:

New Years Day	January 1
Dr. Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day	First Tuesday in November (even numbered years only)
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25

Three additional University Holiday leave days are to be earned each calendar year and observed at the discretion of the Institution's Chief Executive Officer or designee. A schedule is published each year and contains the calendar date of occurrence and the University's date of observance for each holiday. There are specific holidays where the calendar date of occurrence differs from the University's date of observance. The employee must have been in an active employment status on the calendar date of occurrence to be paid for the holiday.

Employees are paid for any unused holiday leave that has been earned as of the date of separation.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII730.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 13)

Contingent II employees receive holiday leave in accordance to the Contingent II contract agreement. The Contingent II holiday leave benefit is limited to one of the following options:

- the same holiday leave entitlement as a regular exempt or nonexempt employee in the same classification; or
- grant 8 holidays:

New Years Day	January 1
Dr. Martin Luther King's Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25

Part-time Contingent II employees, working at least 50% or more receive holiday leave on a prorated basis.

Personal Leave

Regular employees are entitled to three (3) days or 24 hours of personal leave per calendar year. All unused personal leave at the end of the calendar year will be forfeited and contributed to the USM Leave Reserve Fund. Specific personal leave guidelines:

- Part-time employees working 50% or more shall receive personal leave on a prorated basis.
- Employees shall notify supervisors when taking personal leave.
- Personal leave for **non-exempt** employees must be taken in at least 1 hour increments.
- **Exempt** personnel shall take personal leave in full-day increments.
- Requests for personal leave to attend religious observances will be honored.
- At the time of separation from service, employees will not be paid for any unused personal leave.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII710.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Section 2)

Contingent II employees receive personal leave in accordance to the Contingent II contract agreement. The personal leave entitlement is limited to:

- the same holiday leave entitlement as a regular exempt or nonexempt employee in the same classification; or
- Zero (0) personal leave

Part-time Contingent II employees, working at least 50% or more receive personal leave (if applicable) on a prorated basis.

Annual Leave for Exempt Employees

Full-time, Regular exempt employees earn 22 days of annual leave per calendar year that will accumulate on a bi-weekly basis from the beginning of employment. A maximum of 50 workdays of annual leave may be carried into a new calendar year by all full-time exempt employees. This maximum will be prorated for employees working 50% or more.

Beginning with the 21st year of USM and/or State of Maryland employment annual leave is earned at the rate of 25 days per calendar year. Part-time exempt employees working 50% or more earn annual leave on a prorated basis.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII701.html>

In certain instances, a Regular, exempt employee may request up to 5 days of annual leave in advance of accruing the leave. The request must be approved by the employee's supervisor and the Assistant Vice President for Human Resources.

Form - <http://www.umbc.edu/hr/PDFs/advancevacationform.pdf>

Annual Leave for Non-exempt Employees

Annual leave for Regular non-exempt employees is subject to all the terms and conditions set forth herein. Annual leave for full-time non-exempt employees will be earned according to the following schedule:

- From 0 to 6 months: Leave is earned but cannot be used until the employee completes six months of service
- Beginning with the 7th month through the completion of the 4th year: 10 days
- Beginning with the 5th year through the completion of the 10th year: 15 days
- Beginning with the 11th year through the completion of the 20th year: 20 days
- Beginning with the 21st year and thereafter: 25 days

A maximum of 50 workdays of annual leave may be carried into a new calendar year by all full-time non-exempt employees. This maximum will be prorated for employees working 50% or more.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII701.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Section 1)

Regular non-exempt employees may be eligible to request up to 5 days of annual leave in advance of accruing the leave. The employee must have completed the 6 month probationary period. In addition, the request must be approved by the employee's supervisor and the Assistant Vice President for Human Resources.

Form - <http://www.umbc.edu/hr/PDFs/advancevacationform.pdf>

Contingent II exempt and nonexempt employees receive annual leave (excluding advanced annual leave) in accordance to the Contingent II contract agreement. The Contingent II annual benefit is limited to one of the following options:

- the same annual leave entitlement as a regular exempt or nonexempt employee in the same classification; or
- Five (5) annual leave days

Part-time Contingent II employees, working at least 50% or more earn annual leave on a prorated basis.

Sick Leave

Regular employees earn 15 days of sick leave per year. Part-time employees working 50% or more earn sick leave proportionate to their employment. Sick leave may be accumulated without limitation. There is no compensation for unused sick leave at termination of employment. However, if you retire from the Maryland State Retirement and Pension Systems directly upon terminating employment, you will receive additional creditable service for your accumulated sick leave which would increase the amount of your benefit. Employees who are enrolled in any of the Optional Retirement Programs do not receive credit for unused sick leave upon retirement.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 12)

Contingent II employees receive sick leave (excluding advanced and extended sick leave) in accordance to the Contingent II contract agreement. The Contingent II sick leave benefit is limited to one of the following options:

- the same sick leave entitlement as a regular exempt or nonexempt employee in the same classification; or
- Three (3) sick leave days

Part-time Contingent II employees, working at least 50% or more earn sick leave on a prorated basis.

Leave Reserve Fund

A Regular employee who has exhausted all forms of leave (sick, annual, personal, holiday, etc.) may be eligible to receive sick leave from the Leave Reserve Fund. One day of leave is granted for each month of creditable service. The Assistant Vice President for Human Resources may recommend approval of leave from the reserve fund upon receipt of the required medical documentation and appropriate request form. <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII711.html>
Form - <http://www.umbc.edu/hr/PDFs/LeaveResFnd.pdf>

Leave Donation Program

A Regular employee who has exhausted all forms of leave (sick, annual, personal, holiday, etc.) may be eligible to receive sick leave through the UMBC Leave Donation Program. Annual, sick, or personal leave can be donated to another Exempt or Excluded Non-exempt employee who is employed at UMBC. The Assistant Vice President for Human Resources may approve leave upon receipt of the required documentation and appropriate request form. The employee donating leave must have a balance of at least 240 hours of sick leave remaining after the donation. http://www.umbc.edu/hr/PDFs/leave_donation.pdf

Non-exempt employees in the bargaining unit must be granted leave as provided by the MOU between UMBC and AFSCME.

Advanced and Extended Leave

A Regular exempt or non-exempt employee may be eligible to borrow up to 60 days of sick leave for any serious illness, injury or disability. After 6 months of employment, the employee may be granted 15 days for each year of service, not to exceed 60 days. Advanced sick leave may be approved by the Assistant Vice President for Human Resources upon receipt of the required medical documentation and request form. Advanced sick leave shall only be granted for the illness of the employee. <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html>
Form - <http://www.umbc.edu/hr/PDFs/advancesickleave.pdf>

A Regular exempt or non-exempt employee may be eligible to receive extended sick leave for any serious illness, injury or disability. The employee must have at least 5 years of State/University service and have exhausted all other types of available leave (annual, sick, personal, holiday, etc.). <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII745.html>
Form - <http://www.umbc.edu/hr/PDFs/extendedsickleave.pdf>

Accident Leave

Accident leave is leave with two-thirds of the employee's regular pay, not taxed. An employee who is injured while at work and is unable to return to work as a result of the work accident, may be eligible to receive up to six (6) months of accident leave. Accident leave may be granted for up to an additional 6 months if a physician selected by UMBC certifies that the employee continues to be disabled. In addition, an employee has the right to file a claim with the Workers' Compensation Commission. For an employee to be eligible to receive consideration for accident leave, the following steps should be taken:

- The employee reports the accident immediately to his or her supervisor. (The employee's supervisor is responsible for submitting a report of the accident to the Director of Environmental Health & Safety within 24 hours following the injury.)
- Within 3 workdays of the injury, a physician must examine the employee and certify the employee is disabled. The Assistant Vice President of Human Resources reviews and examines the medical and supporting documentation related to accident leave requests and makes the final recommendation for continued use of accident leave.

<http://www.umbc.edu/hr/PDFs/Accidental.pdf>

Family and Medical Leave

Family and Medical Leave shall be governed by and administered in accordance with USM policy. The following guidelines shall apply:

- When an employee requests and is granted leave for reasons defined as "qualifying events" under the Family and Medical Leave Act (FMLA), the employee may use accrued sick leave, to the extent it is accrued and available, for any portion of that leave.
- In all instances where leave is granted pursuant to the FMLA, employees must exhaust all accrued paid leave including sick, personal, annual, and holiday prior to moving to unpaid Family and Medical Leave.
- FMLA will be administered on a rolling-year basis.
- HR is designated as administrator of Family and Medical Leave and all questions regarding the policy should be referred to the Benefits Unit. Supervisors will immediately notify HR of any employees in their department who have requested sick leave or family and medical leave due to a qualifying event.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII750.html>

www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Section 4)

Form - <http://www.umbc.edu/hr/PDFs/fam-med.pdf>

Leave of Absence without Pay

Under certain circumstances, an employee may be eligible for voluntary leave without pay. A primary consideration in granting leave of absence without pay is that the purpose of the leave is to advance the institution's mission or enhance the ability of the individual to support that mission. Leave without pay may also be granted for personal or health reasons. All accrued leave must be exhausted and each case shall be determined on an individual basis. At the completion of the short-term leave, the employee shall return to his or her former position. An employee may be eligible for long-term leave without pay of up to two (2) calendar years.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII712.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Section 10)

Inclement Weather & Emergency Conditions

For the most reliable closing, updates and reopening information, members of the UMBC community and visitors should rely on the only two official sources of information:

- UMBC's homepage (www.umbc.edu) under the "Campus Life" and "What's New" sections
- Hotline telephone numbers (410-455/8881/8882/8883/8884/8885).

Closing information will also be distributed to regional news outlets. If UMBC is open, classes will be held and no special announcement will be made and all employees are expected to report to work or use appropriate leave. Employees are encouraged to call the UMBC hotline numbers on the UMBC Homepage for the most accurate and up-to-date information. Everyone is encouraged to pick one of the numbers at random to reduce the likelihood of inundating one number with calls (the numbers will roll, but not to each other, in order to make available the maximum number of lines possible). It is the responsibility of each community member to check the homepage and hotline telephone numbers for up-to-date information regarding campus opening/closing status and when the campus will reopen. This procedure will be operational seven days a week, 24 hours a day.

The decision to close campus/open late/close early applies only to the UMBC campus (1000 Hilltop Circle and South Campus Technology Center). Employees at other sites, i.e., Shady Grove, off-campus centers, etc., should follow the inclement weather notices at those sites.

<http://www.umbc.edu/facultystaff/snowpolicy.html>

Liberal Leave

Occasionally, due to emergency situations such as unsafe weather or highway conditions, UMBC will announce the option for nonessential employees to take liberal leave. If an employee chooses not to come to work, the absence from work is charged to the employee's available paid leave. If the employee does not have paid leave, the employee will not be paid for that day of absence. In the event an employee wishes to use liberal leave for this purpose, the employee is expected to notify the supervisor immediately. Essential employees must report to work. If you are unsure about your status, check with your supervisor.

Administrative Leave

In some instances, when emergency situations such as hazardous weather or highway conditions occur, UMBC will announce that the campus is closed. In this event, regular employees will be granted administrative leave with pay.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII720.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Section 7)

Jury Duty and Leave for Legal Actions

Jury service and legal actions leave for employees is governed by USM policies and is subject to all the terms and conditions set forth therein with the following modifications:

- Employees who are dismissed from jury duty and leave for legal actions will be expected to return to work for the balance of their scheduled workday if the amount of time left in the employee's work day exceeds three (3) hours.
- An employee called for jury duty or legal action must notify his/her supervisor immediately. If jury duty and leave for legal action interferes with the necessary work of the department, the department head can make a written request to the court to have the employee excused from jury duty.

The employee may be required to provide documentation to verify his or her attendance at jury duty and leave for legal actions.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII721.html>
www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Section 5)

Military Leave

An employee who is a member of the Army, Navy, Air Force, Marines or Coast Guard is entitled to a leave of absence for military training for a period of up to 15 workdays per calendar year without loss of pay or leave. This leave is prorated for part-time employees who work at least fifty percent (50%) of the time.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII723.html>

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII724.html>

www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Sections 8 & 9)

Disaster Leave:

UMBC will grant up to 15 days of leave in a 12 month period for Disaster Service in accordance with USM policy. To qualify for this leave, the employee must be certified by the American Red Cross as a disaster service volunteer, and the American Red Cross must request the services of the employee during a Level II or above disaster. Under certain circumstances, leave other than that specifically requested by the Red Cross may qualify as Disaster Service Leave. Contact Human Resources for more information and/or approval.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII726.html>

www.umbc.edu/hr/PDFs/MOU81205.TWO.pdf (see Article 11, Section 11)

Class Attendance During Working Hours

It is the purpose of the tuition remission program to assist employees and their dependents in gaining further college level and advanced education. Therefore, attendance at regularly scheduled classes offered at the University is encouraged. Although this incentive is offered, the employee must obtain supervisory approval prior to class enrollment.

Non-exempt employees are required to make up time off for classes during the same week of class. The needs of the department must be given priority, although reasonable effort will be made within the work area to accommodate the employee's schedule.

BENEFITS

All regular, non-exempt and exempt employees at UMBC employed at least 50% or more are eligible to enroll in any of several flexible health care and insurance plans including but not limited to general health care, prescription, dental care, vision care, life insurance, personal accidental death and dismemberment, long-term care, and disability insurance and will receive the State/University subsidy where applicable. Contingent II employees may enroll in the benefits plans, but are responsible for the full cost of coverage (no State/University subsidy). A summary of each benefit is outlined below. www.umbc.edu/hr/Benefits/index.html#benefitsummary

Health Insurance

A total of 8 health benefit plans (2 Preferred Provider Organization, 3 Point of Service Plans, and 3 Health Maintenance Organizations) are available to employees. The employee contributes a portion of the premium through payroll deduction on a pre-tax basis. The employee must enroll no later than 60 days from the original date of hire. Coverage becomes effective with the first payroll deduction, however, the employee may elect to begin coverage effective on the first day of employment. Vision benefits, with limited reimbursement for specified services, are offered as part of medical coverage.

Dental Insurance

There are three (3) dental plans for the State of Maryland. The plans offer comprehensive dental coverage with the choice of 2 Dental Health Maintenance Organizations (must utilize Plan dentists or no payment for service); or a Preferred Provider Option (employee can go outside of dental network). The employee contributes a portion of the premium.

Prescription Plan

Provides payment for generic prescription drugs with a co-pay to the employee. Drugs without generic equivalent are subject to a higher co-pay or payment of the difference between generic and name-brand drug. The employee contributes a portion of the premium.

Long Term Care

This plan provides coverage for care received at home or in a facility when assistance with daily activities is needed due to physical or mental impairment. Coverage is available to active employees and their family members (spouses, children, parents,

parents-in-law, grandparents and grandparents-in-law). The employee pays the entire premium.

Life Insurance

Two plans are available to UMBC employees: the State's term life plan, with enrollment available in the first 60 days of employment or during Open Enrollment; and the University System's term life plan, with enrollment available at any time. Each plan allows coverage for the employee, spouse, and dependent children.

Long Term Disability

The plan provides 60% of wages up to \$8,000 per month for temporary or total disability (subject to appropriate medical documentation) after 90 day or 365 day elimination period has been met. The employee pays the premium. Premiums are waived during the period of disability.

Retirement Benefits

All regular, non-exempt and exempt staff employed at 50% or more are eligible to receive retirement benefits. The following outlines the plans available to each employment category:

Non-exempt Employees: The University offers membership in the Maryland State Retirement/Pension System (MSRPS) with vesting after 5 years of continuous service. Mandatory employee contribution is deducted from pay each pay period. The University makes contributions based upon a percentage of the employee's annual salary.

Exempt Employees: The University offers choice of membership in two plans; the Maryland State Retirement/Pension System (MSRPS) with vesting after 5 years of continuous service, mandatory employee contribution and University contribution as outlined above; or Optional Retirement Program plans, in which the University contributes 7.25% of employee's salary into a retirement account managed by the employee.

For specific information about the retirement benefits, please visit <http://www.umbc.edu/hr/Benefits/index.html#Retirement>

Supplemental Retirement Plans

The University offers supplemental accounts with four different companies in which an employee can voluntarily defer money from his/her paycheck before taxes are applied. The deferred money can be placed in a 403(b), 457(b), or 401(k) account, or more than one type of account. More information can be found on the HR Department's web page at <http://www.umbc.edu/hr/Benefits/SRA.html>

Tuition Remission

For Employees: All regular employees may receive tuition remission for courses taken at any teaching campus within the USM. Full-time regular employees receive one-hundred percent (100%) tuition remission for up to eight (8) credit hours per semester. For employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed. Contingent Category II employees may participate, at their home institution only, in accordance with the USM Tuition Remission Program.

For Spouses and Dependent Children: Spouses and dependent children of regular employees are eligible to receive tuition remission based on the following guidelines:

- Spouses and dependent children of regular staff whose period of employment began before January 1, 1990 may register for courses at any of the institutions of the University System of Maryland with one hundred percent (100%) tuition remitted at both the undergraduate and graduate level. For spouses and dependents of regular employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed.
- Spouses and dependent children of regular faculty and staff whose period of employment began after January 1, 1990 and before July 1, 1992 may receive tuition remission of one-hundred percent (100%) on courses toward a first undergraduate degree at UMBC. If the academic program is not available at UMBC, the spouse or dependent child may, with approval from HR, register for courses at other institutions of the University System with fifty percent (50%) tuition remission. For spouses and dependents of regular employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed.
- Spouses and dependent children of regular faculty and staff whose period of employment began on or after July 1, 1992 may receive tuition remission of one-hundred percent (100%) on courses toward a first undergraduate degree at UMBC. This tuition remission benefit for regular employees' spouses and dependent children is available only after the employee has been in the University service for 2 years prior to the anticipated date of registration for

course work. If the academic program is not available at UMBC, the spouse or dependent child may, with approval from HR, register for courses at other institutions of the University System with 50% tuition remission. For spouses and dependents of regular employees working on at least a 50% basis, tuition remission is proportionate to the percent of time employed.

For more detailed policy information, visit <http://www.umbc.edu/hr/Benefits/tuition.htm>.

Tuition Reimbursement:

Regular employees who wish to take courses at a college/university that is not part of the University System may be eligible for tuition reimbursement at a rate equivalent to tuition costs at the University of Maryland, College Park. The employee is allowed up to 8 credits per semester at the undergraduate or graduate level, and must show why the courses cannot be taken at a System campus under the tuition remission policy. The employee is responsible for tuition costs up front and will be reimbursed upon successful completion of the course (with a grade of C or better). Contact the HR Department for more information.

ADDITIONAL BENEFITS AND SERVICES

Employee Assistance Program (EAP):

The EAP Program is designed to provide confidential and professional assessment and referral services to employees who may be experiencing problems which may/may not be affecting their work. The program assists in the early identification, evaluation and referral for treatment and/or counseling for family, marital, legal, financial, mental health and/substance abuse problems. Referrals are made on a supervisory basis only and in conjunction with the employee's medical plan.

Credit Union:

Employees can join the State Employees Credit Union for an initial deposit of \$10; free checking and other financial benefits are available.

Parking Services:

UMBC offers designated parking for staff. Employees must obtain parking hangers in order to park on the UMBC campus. The fee for parking is offered via pre-tax payroll deduction or one lump sum (not pre-taxed). For more information on campus parking services, visit the Parking Services site at www.umbc.edu/parking

Employee Recognition:

- **Employee of the Quarter (EOQ):** Based upon nominations received from peers, the EOQ Program recognizes the outstanding qualities and contributions of employees towards departmental and UMBC's goals and mission. Selected employees receive: a check for \$500; personalized employee parking space; one day of administrative leave; a certificate; his/her name on a plaque located on the fifth floor of the Administration building; and an invitation to the annual Service Awards Ceremony for all the recipients of the quarterly award
- **Service Awards:** An annual ceremony which recognizes employees who have completed their 5th, 10th, 15th, 20th, 25th, and 30 plus years of service (in increments of 5 years) with the University. Various gifts and certificates are awarded to employees for the occasion.

More detailed information on the Employee of the Quarter Program may be obtained on the HR Website at <http://www.umbc.edu/hr/EOQ/EOQ.html>

Notary Service:

Certified Notary Publics are on staff and available to all employees. Contact HR for notary services.

Albin O. Kuhn Library & Gallery:

Provides staff access to research, instructional and support services that contribute directly to the recruitment and retention of all UMBC community members (faculty/staff/students). Visit the Library website at: <http://www.umbc.edu/aok/main>

Child Care Center:

Located conveniently on campus, the center is open from 7:30 a.m. to 6:00 p.m. Monday through Friday. Care is provided for children ages 2 1/2 through 5 years of age on a full-time and part-time basis. An independent contractor administers the program and establishes cost. Any questions can be referred to 410-455-6830.

The Commons:

The program integrates all aspects of university life by serving as the principal gathering place for the campus community. The Commons programs and services promote individual development, responsibility and social competency; augment the academic process; celebrate the diversity of the student body; emphasize excellence of service to the campus and community and enhance campus life and school spirit through cooperative participation and collaboration. The Commons is a “high-tech” facility that provides wireless computer service, digital information displays and a host of well-equipped programming venues. At the same time students can make use of comfortable study areas and lounges, as well as a variety of dining and entertainment locations. Housed in the facility are the Information Center, the bookstore, a Chevy Chase Bank branch, the OTC convenience shop, CommonVision (specialty printing), Flat Tuesdays and the newly renovated gameroom as well as various administrative and student organization offices. In addition, The Commons offers multiple meeting and programming spaces. Visit The Commons website at: www.umbc.edu/thecommons

The Department of Athletics, Physical Education and Recreation:

The department provides UMBC students, faculty and staff with many ways to participate in a wide variety of programs. Students, faculty and staff can take advantage of all of the resources provided by The Retriever Activities Center (RAC) through the Open Recreation program. The RAC contains three full indoor courts for basketball, volleyball and tennis; a weight room; the “cardio balcony,” with treadmills, exercise bikes, Stair Masters, etc.; the Fitness Studio for group fitness activities; indoor running track; indoor and outdoor swimming pools and locker rooms. The facility is open seven

days a week throughout the year. As a member of America East Conference, the department offers 20 varsity teams, 25 club sports and a huge intramural sports activity program. For more information, visit the website at: www.umbc.edu/sportclubs

Food Services Department:

It is the philosophy of the campus Food Services Department to be more than just a place to eat. Food is a necessity of life, but at UMBC our aim is to transform a physical requirement into a sensory invitation. The Food Services Department oversees a number of food/dining facilities on campus. Daily menus can be obtained by calling Dial-A-Menu at 410-455-1200. For more information, visit the Food Services' website at <http://www.umbc.edu/umbcfood>

English Language Center (ELC):

The ELC serves today's global learners with academic and professional English language and communication programs in a cross-cultural setting. The ELC offers English language development programs in three major areas: Intensive English Programs, English for Academic Purposes and Professional Development Programs and provides high-quality language instruction to students and professionals with a wide range of learning goals. Academic specialty courses in pronunciation, intercultural communication, idioms and academic preparation are also available for graduate and undergraduate students. For more information, visit the website at: <http://continuinged.umbc.edu/elc>

Office of Information Technology (OIT):

Offers employees the opportunity to receive on-line network services including, but not limited to, set up of local area networks (LAN) and departmental websites. Services also include, but are not limited to:

- Computer hardware set-up
- E-mail and network user accounts, dial up support
- PC and Mac consulting
- Training in software applications, the Internet, and on-line pedagogy
- New media development (e.g., Web, CD-ROM, streaming video and audio)
- Classroom technologies (audio visual services)
- USM Distance Education Network
- Application development for key campus systems
- Network infrastructure and high-end computing for research

OIT Staff provide prompt response to service calls and will assist departments/staff with warranty and maintenance agreements for computers.

Use of the campus network and all components of the network is not a right, but rather a privilege gained through the University. Your campus network and many of the components that make up, or are attached to the network, are the property of the State of Maryland. Each individual user is responsible for understanding and complying with the guidelines set by UMBC. In addition, users assume personal responsibility for the content of their accounts, their electronic transmissions, and their overall activities while using the campus network and the attached devices, including communication that would be deemed a violation of institutional sexual harassment and/or other harassment or discrimination policies that occurs in an electronic environment.

Use of the campus network for unlawful or criminal purposes will result in immediate suspension of an employee's privileges on the network in addition to components attached to the network and may result in referral to the appropriate University, State and/or Federal authority for possible disciplinary and/or legal action. All users of University computing resources must comply with all federal, Maryland, and other applicable laws; all generally applicable University rules and policies and all applicable contracts and licenses.

Employees are responsible for notifying the OIT regarding the publication of home telephone and address information restrictions. For more information regarding network or computer problems, contact the Help Desk at 410-455-3838, or visit the website at: <http://www.umbc.edu/oit>

Communication Services:

Communications Services is a multi-faceted customer services operation supporting the UMBC campus community. The five service units are:

Telecommunications: This unit is the campus "telephone company" and handles every aspect of voice services used by the community. These include:

- Telephone instruments and dial tone to the desk;
- Voice applications such as PhoneMail and Call Processing;
- Billing (CDR) for all call activities; and
- Voice and infrastructure support for Business Affiliates (South Campus)

Campus Card: The UMBC Card serves as the official identification source for the campus. It supports a variety of client applications such as Food Services, Library borrowing and Building Access Control. Additionally, it is extensively used in a debit card capacity for many campus services and applications, some exclusively "cashless".

The Comm_Store: Located in the University Center, this facility is a postal and shipping center for the campus. It is the campus “Post Office”, with a particular emphasis on student needs, and offers a variety of auxiliary services such as fax send and receive, Personal Mail Boxes, notary public and access to equipment such as a scanner, color printer, copier, paper cutter, typewriter, etc.

Mail Services: All aspects of campus (departmental) mail are handled by the postal unit. Daily pickup and delivery are provided to the campus and all interaction with the United States Post Office is managed through this unit.

Central Alarm and Access Control: The campus centralized alarm system is managed and maintained by Communications Services. This includes a broad spectrum of sensing equipment used to protect and secure the campus through the overview of the Campus Police. Additionally, door access control on campus is provided through this unit using the Campus Card as the “key” to gain entry.

Telephones and dial tone are provided as part of the campus environment to support the business needs of UMBC in completing the legitimate and sanctioned activities of the daily operation. As such, telephone use should be restricted to those activities directly related to University business or those of an essential nature and importance to the well being and productivity of an individual. University telephone services are not intended for purely personal, non-essential, non-UMBC related activities. Reference should be made to the UMBC Telephone Acceptable Use Policy. Visit the Communications Services website at: <http://www.umbc.edu/commserv/>

Police Department:

The primary responsibility of the UMBC Police Department is to maintain a safe and secure environment at the campus. Their goal is to facilitate an academic environment in which all members on campus can safely study, work and live. The Police Department consists of a Patrol Division, Administrative Staff, and Student/Staff Escort Service. They are available 24 hours a day, seven days a week. All Officers have full law enforcement authority on property owned or controlled by the University of Maryland. They are also empowered to conduct University related criminal investigations anywhere within the State of Maryland. All UMBC Police Officers receive yearly in-service training and special training in the areas of CPR, emergency response, race, cultural diversity, and sexual assault investigation. If you are involved in a crime ~ as a victim or witness ~ or suspect that a crime has been committed on campus, report it immediately to the Police Department at 410-455-5555. Fires, safety hazards, injuries or any other emergencies should also be reported. For further information or assistance, please contact 410-455-3136 (non-emergency) or visit the UMBC Police Department’s website at: <http://www.umbc.edu/police/>

UMBC Transit:

Provides extensive shuttle bus services within the communities surrounding campus, to the Research Park, Technology Center and satellite parking, to the BWI train station (weekdays), the BWI Light Rail station (weekends) and to UMB. Service recently expanded to include the Asian grocery market at Rolling Road and Route 40. Weekend service now goes to Arundel Mills Mall and the Inner Harbor route adds the Aquarium, ESPN Zone, Little Italy, Fells Point, 1st Mariner Arena, Camden Yards and the Greyhound Bus station. Of special interest is the weekend connection to the Baltimore Collegetown Network's uptown shuttle service, providing transportation to museums and other Collegetown campuses. The Wave 'N Ride service serves students, staff and faculty members who park in remote, main campus lots and need to get to center campus. A number of academic and administrative departments and student organizations use UMBC Transit's Charter Service for trips and events. Visit the Transit website at: <http://www.umbc.edu/transit>

The Women's Center:

The Center exists to assist all women in achieving their full potential in education, career and personal life through academic and intellectual growth, professional development and personal empowerment. The Center offers safe space, resource and referral services and meeting/programming space for departments and groups on campus with goals in keeping with the Center's mission, as well as a private lactation and meditation room equipped with a hospital grade breast pump, meditation and relaxation tapes, meditation cushions and religious/spiritual texts. The Women's Center welcomes participation from women and men throughout the UMBC community and serves faculty, staff and students. All are welcome so long as they respect women's experiences, stories and potential. Visit the website at: <http://www.umbc.edu/womenscenter>