

UMBC

AN HONORS UNIVERSITY IN MARYLAND



Employee Handbook

UMBC

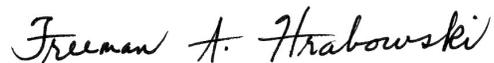
An Honors University in Maryland

UMBC 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 an 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 Staff Senate who collaborated with the Department of Human Resources in developing the Staff Handbook.

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 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 each memorandum of understanding can be viewed at:
<http://www.umbc.edu/hr/Collective%20Bargaining/index.html>

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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 located in HR (5th Floor Administration Building). Employment opportunities at other USM Institutions may be found on the USM Career Opportunities website at: <http://www.usmd.edu/employment/jobs.html>.

Equal Employment Opportunity

UMBC affirms its commitment to a campus environment, which values human diversity and respects individuals. Fostering diversity and respect for differences is a fundamental goal of higher education, ranking among the highest priorities of this institution. 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 or ancestry, ethnic background, genetics, disability, age, sex, gender identity and expression, marital status, sexual orientation, religion, creed, and/or veteran 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 at: <http://www.umbc.edu/ogc/hr/index.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

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 ensure 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

Effective July 1, 2013, UMBC became a smoke-free college campus. This policy reflects a national movement to provide healthy, smoke-free environments on college campuses. Smoking is prohibited on all grounds and property, including walkways, parking lots, and recreational and athletic areas. In order to provide a safe space for any students, faculty, or staff who may continue to smoke, smoking is allowed in designated areas removed from major pedestrian traffic.

<http://smokefree.umbc.edu>

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>

The Behavioral Risk Assessment and Consultation Team (BRAC) has been established to assist the UMBC community in addressing situations where a person is displaying disruptive, disturbing or threatening behaviors. BRAC is an interdisciplinary team that examines reports of disruptive or disturbing behavior to help identify persons whose behaviors may endanger their own or others' health and safety. BRAC is not an administrative, treatment or disciplinary body; rather it is designed to provide information, recommendations, and referrals to those dealing with threatening or disruptive situations. It does not adjudicate, discipline or impose sanctions against any member of the campus community, nor does it provide or mandate treatment. For more information or assistance, contact 410-455-5555 (University Police); bract@umbc.edu; or 410-455-2393 (Student Affairs).

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/ogc/hr/title-ix.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/ogc/hr/ada.html>.

Disability, Pregnancy-based Disability and Reasonable Accommodations

Employees who have a disability or a record of a disability – a physical or mental impairment that substantially limits a major life activity such as walking, seeing, hearing, speaking, learning, breathing, caring for oneself, performing manual tasks, or working¹ - may request a reasonable accommodation. Likewise, employees who have a disability caused or contributed to by pregnancy or childbirth may request a reasonable accommodation. Any accommodation provided as a result of a pregnancy or childbirth related disability shall be temporary. Employees whose disability begins during pregnancy and/or childbirth and extends into their post-partum return to work may request disability-based accommodation for their return to work in accordance with this process.

Requests for reasonable accommodations can be made through their supervisor and/or the campus ADA Coordinator. The University, through consultation with its ADA Coordinator, shall explore with the employee the range of reasonable accommodations, as they relate to the employee’s disability-based limitations for their respective workplace, which may potentially include:

- Changing the employee’s job duties
- Changing the employee’s work hours
- Making the employee’s work area more accessible
- Relocating the employee’s work area
- Providing mechanical or electrical aids
- Transferring the employee to a less strenuous or less hazardous position; or
- Providing leave beyond routine FMLA and USM/UMBC policy-based leave²

The reasonable accommodation must not cause undue hardship on the University. An employee seeking accommodation due to disability, including a pregnancy or childbirth related disability, must provide a completed UMBC Medical Inquiry Form in Response to an Accommodation Request or a certification from a health care provider that documents the need for this accommodation. The certification shall include (1) the date the reasonable accommodation became medically advisable; (2) the probable duration of the reasonable accommodation, and; (3) an explanatory statement as to the advisability of the reasonable accommodation. The certification or completed Medical Inquiry Form shall be provided to the ADA Coordinator within two (2) weeks of the employee’s request for accommodation. A letter of accommodation will be issued from the ADA Coordinator describing the approved accommodation(s) and their duration. For more information, contact the ADA Coordinator, Stephanie Lazarus at 410-455-5745, slazar@umbc.edu or through the Office of Human Relations at 410-455-1853.

Form - http://www.umbc.edu/ogc/hr/forms/UMBC_ADA_MedicalInquiryForm.pdf

¹ This is a non-exhaustive list of examples of major life activities.

² Policy-based leave requests, including routine Family and Medical Leave Act (FMLA) leave are administered through Human Resources. Leave provision due to disability-based accommodation is coordinated through Human Resources and the ADA Coordinator.

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 (1.5) times your regular hourly rate for all hours worked in excess of forty (40) hours in a workweek. Timekeeping 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. Timekeeping 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.

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*” (contract term is six [6] months or less with the option of a one-time renewal; employees work more than 20 hours per week), or “*if-and-when-needed*” (contract term is one [1] year or less with the option to renew an unlimited number of times; employees work 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 (6) 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 (3) 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 the 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, 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 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 (PSS)

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://my.umbc.edu/groups/pss>

Non-exempt Staff Senate (NESS)

The Non-exempt Staff Senate (NESS) represents non-exempt staff not under collective bargaining, offering them a voice in shared governance. NESS 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. NESS 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/ness>

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://gsa.umbc.edu>

Student Government Association (SGA)

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/umspp/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/P&P/index.htm>

A flexible work schedule (FWS) consists of workdays with (1) core hours and (2) flexible hours. Core hours are the designated period of the day when all employees must be at work. Flexible hours are the part of the day when employees may (within limits or “bands”) choose their time of arrival and departure. Approval of a request for a flexible work schedule is at the sole discretion of the employee’s supervisor and department head.

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 (3) shifts daily. For departments working only two (2) 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>
<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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>
<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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>
<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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 (2) weeks 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 Payroll Unit.

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 Unit, 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

Employees who provide a service in exchange for compensation through the University are required to complete a timesheet. Employee timesheets are to be reviewed and approved by the supervisor (or designee of authority in the absence of the supervisor) in preparation for payroll processing. Prior to July 1, 2014, the University will transition from paper to electronic timesheets. The benefits of the transition include: remote access; a one-time preference schedule setup (reduce redundant entries); flexible processing; and audit compliance. For more information on the University's electronic timesheet (ETS) process, please visit: <http://my.umbc.edu/groups/ets>

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 (who is newly hired to the University or is promoted) 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 five (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 will be placed on status change probation. <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII121.html>
<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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 Associate 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 (5) working days of receipt of the written notification on grounds of procedural deficiency or violation of the law. If hired after January 2000, employment for regular employees in exempt positions is on an at-will basis.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII122.html>

Performance Evaluation

An effective performance evaluation involves communication between the employee and the supervisor of the expectations, goals, and standards used 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 five (5) major components of the PMP include the following:

1. **Expectations Setting Meeting:** 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. **Ongoing Feedback:** Continuous communication and feedback between the supervisor and the employee throughout the year;
3. **Self-Assessment (Optional):** An employee's evaluation of his/her performance during the rating period, conducted in preparation for the mid-way and/or end of cycle performance review meetings.
4. **Mid-way Feedback Meeting:** An informal discussion between the supervisor and the employee of the employee's performance during the first half of the rating period, as well as adjusting expectations/goals (if needed); and
5. **End of Cycle Performance Review:** A formal discussion between the supervisor and the employee at the end of the rating period on achievements, areas for improvement, and strategies for development.

The evaluation process is from April 1 – March 31 of each year. PMP Training is required for all supervisors of regular and grant-funded staff. Registration is available at

<http://www.umbc.edu/training>.

<http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII520.html>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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.

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 staff who are excluded from collective bargaining should review the appropriate Board of Regents policies on the filing of grievances. More detailed information on the grievance process may be found on 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: <http://www.umbc.edu/hr/CollectiveBargaining/index.html> (see AFSCME MOU; 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/regents/bylaws/SectionVII/VII220.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.usmd.edu/regents/bylaws/SectionVII/VII210.pdf>

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 of 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 non-exempt 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 (3) 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>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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 non-exempt employee in the same classification; or
- grant eight (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>
<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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 non-exempt 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 Associate Vice President for Human Resources.

Form - http://www.umbc.edu/hr/PDFs/Advanced_Vacation_Leave.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:

- Beginning with the 1st month through the completion of the 1st year: 11 days
- Beginning with the 2nd year through the completion of the 2nd year: 12 days
- Beginning with the 3rd year through the completion of the 3rd year: 13 days
- Beginning with the 4th year through the completion of the 4th year: 14 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>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; Article 11, Section 1)

Regular non-exempt employees may be eligible to request up to five (5) days of annual leave in advance of accruing the leave. In addition, the request must be approved by the employee's supervisor and the Associate Vice President for Human Resources.

Form - http://www.umbc.edu/hr/PDFs/Advanced_Vacation_Leave.pdf

Contingent II exempt and non-exempt 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 non-exempt 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/regents/bylaws/SectionVII/VII745.pdf>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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 non-exempt 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 (1) day of leave is granted for each month of creditable service. The Associate 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/regents/bylaws/SectionVII/VII711.pdf>

Form - <http://www.umbc.edu/hr/PDFs/Leave Reserve Fund Request Form.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 an exempt employee or to those non-exempt employees who are not included in the collective bargaining unit. The Associate 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/policies/pdfs/vii-7.11.01 leave donation policy.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 sick leave for any serious illness, injury or disability. 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 Associate 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/regents/bylaws/SectionVII/VII745.pdf>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; Article 12, Section 5)

Form - <http://www.umbc.edu/hr/PDFs/Advanced Sick Leave.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/regents/bylaws/SectionVII/VII745.pdf>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; Article 12, Section 6)

Form - <http://www.umbc.edu/hr/PDFs/Request for Extended Sick Leave.pdf>

Accident Leave

Accident leave is leave with two-thirds (2/3) 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 six (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 three (3) workdays of the injury, a physician must examine the employee and certify the employee is disabled. The Associate 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.usmd.edu/regents/bylaws/SectionVII/VII740.html>

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/regents/bylaws/SectionVII/VII750.pdf>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; Article 11, Section 4)

Form - <http://www.umbc.edu/hr/PDFs/Request for Family Medical Leave.pdf>

Parental Leave

To support employees in balancing professional and family demands during and after the birth or adoption of a child, each eligible employee is assured a period of up to eight (8) weeks (i.e., forty workdays) of paid parental leave to care for a new child. During the parental leave period, employees will be allowed to use all accrued and earned leave and then will be granted paid leave, if needed, to complete the parental leave period. Eligible employees must request parental leave using the formal approval process through Human Resources.

<http://www.usmd.edu/regents/bylaws/SectionVII/VII749.pdf>

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

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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 three (3) official sources of information:

- UMBC's homepage (www.umbc.edu)
- myUMBC
- Hotline telephone number (410-455-6789)

Members of the campus community are encouraged to sign up for E2Campus, an emergency alert text-messaging system that will permit the University to notify subscribers to any campus-related emergency (such as potential campus safety hazards or campus closures due to weather). It is compatible with mobile phones, Blackberries, “smart phones,” satellite phones, e-mail, wireless PDAs and pagers. Normal text-messaging rates apply. There are no additional charges. Sign up for this service at: my.umbc.edu/go/alerts.

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 use one of the official sources listed above for the most accurate and up-to-date information. It is the responsibility of each community member to check the homepage and hotline telephone number for up-to-date information regarding campus opening/closing status and when the campus will reopen. Information will be posted on myUMBC, but there may be a time delay between when the announcement is entered and when it appears on the site, so please rely on UMBC’s homepage as the primary source of closing information. This procedure will be operational seven (7) 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. UMBC will make every effort to decide whether the campus will be closed/opening late by 6 a.m.

<http://www.umbc.edu/facultystaff/inclementweather.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>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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/regents/bylaws/SectionVII/VII723.pdf>

<http://www.usmd.edu/regents/bylaws/SectionVII/VII724.pdf>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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/regents/bylaws/SectionVII/VII726.html>

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html> (see AFSCME MOU; 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. For exempt employees, a full-time commitment typically requires a minimum of eighty (80) hours per bi-weekly payroll period. 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. <http://www.umbc.edu/hr/Benefits/>

Health Insurance

A total of eight (8) health benefit plans: two (2) Preferred Provider Organizations, three (3) Point of Service Plans, and three (3) Exclusive Provider 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 two (2) dental plans for the State of Maryland. The plans offer comprehensive dental coverage with the choice of a Dental Health Maintenance Organization (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

The prescription plan covers the cost of approved prescription drugs, subject to copayments. These copayments are determined by whether the drug is on the plan's formulary and whether the drug is a brand-name or generic.

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 (2) 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 or cancellation 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 for each employment category:

Non-exempt Employees: The University offers membership in the Maryland State Retirement/Pension System (MSRPS) with vesting after 10 years of continuous service (5 years of continuous service, if hired prior to 7/1/2011). 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 (2) plans; the Maryland State Retirement/Pension System (MSRPS) with vesting after 10 years of continuous service (5 years of continuous service, if hired prior to 7/1/2011), 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 (4) 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

Department of Human Resources (HR)

The Department of Human Resources is the campus resource center for providing professional services and information in the areas of employment, benefits, compensation and classification, training and development, payroll, employee relations, policy, administration, and human resources data management and reporting. The department's mission is to provide comprehensive, consistent, and cooperative services. New employees are encouraged to visit the New Employee Resources website at: <http://www.umbc.edu/hr/newemployeeresources/welcome.html> for guidance in navigating the wide spectrum of benefits and services offered by the University and State of Maryland. The department has also developed materials intended to provide UMBC supervisors with the tools needed to enhance supervisory skills. These materials are available in the Supervisor Toolkit at: <http://www.umbc.edu/hr/supervisortoolkit/supervisortoolkitindex.html>. The Human Resources staff is available to assist supervisors with understanding UMBC policies and procedures, the role of the supervisor, and the importance of having a partnership with HR.

UMBC Wellness Initiative (WIn)

The UMBC Wellness Initiative (WIn) supports the campus community in creating a culture of health and wellbeing. Our holistic approach includes physical fitness, healthy eating, smoking cessation, stress management, financial health, safety, ergonomics, healthy communication and relationships, and creating an environment that supports people in being at their best.

Explore the WIn website for information about programs and resources, health information and tips, music, relationship practices, 'take a break' ideas, and more:
<http://www.umbc.edu/wellness>

Visit the myUMBC WIn group to register for upcoming wellness programs:
<http://my.umbc.edu/groups/wellness/events>

Employee Assistance Program (EAP)

Employee Self Referral –

Effective January 1, 2014, UMBC Regular and Contingent II employees and members of their households have access to the Inova Employee Assistance Program (EAP) services. Inova Employee Assistance is a nationally recognized company and has been in the business of helping employees manage workplace and family issues for more than 26 years. The Counselors are trained, licensed professionals who can advise individuals on a wide range of problems – emotional illness, work life issues, relationship or family difficulties, alcohol or other drug abuse, legal or financial difficulties, and/or major life or health changes. Inova EAP services are also private and confidential. For more information, visit:

<http://www.umbc.edu/hr/Benefits/EAP.html>

Supervisory Referral –

The State of Maryland provides EAP services to help employees who face personal matters that adversely impact their job performance. The program assists in the early identification, evaluation, and referral for treatment and/or counseling for family, marital, legal, financial, mental health, and/or substance abuse problems. Referrals are made on a supervisory basis only and in conjunction with the employee's medical plan. For more information, visit:

<http://dbm.maryland.gov/employees/Pages/EAP.aspx>

Professional Development

UMBC offers a broad range of in-person and online programs and resources for professional development. Please explore the following websites:

New Employee Resources: Training & Organization Development:

<http://www.umbc.edu/hr/newemployeeresources/T&OD.html>

Human Resources, Training & Organization Development department website:

<http://www.umbc.edu/hr/T&OD/T&ODindex.html>

Registration site for campus-wide training events - myUMBC Training Group:

<http://www.umbc.edu/training>

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 (1) 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. Visit the EOQ site at <http://www.umbc.edu/hr/EOQ/EOQ.html>
- **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 five [5] years) with the University. Various gifts and certificates are awarded to employees for the occasion. For more information, visit <http://www.umbc.edu/serviceawards>
- **UMBC Presidential Staff Awards:** This recognition is awarded to one (1) exempt and one (1) non-exempt full-time staff member. Selected employees receive a \$2,500 stipend. Eligible exempt employees must have worked at UMBC for seven (7) years, while eligible non-exempt employees must have worked at UMBC for five (5) years. This award recognizes exceptional performance, leadership, and service by a member of the University staff. For more information, visit <http://www.umbc.edu/provost/StaffAwards/>
- **Board of Regents (BOR) USM Staff Awards:** Any regular or Contingent II status employee who has been employed at UMBC for at least five (5) years is eligible for this award. Staff must have demonstrated excellence and be nominated in one of five categories: Exceptional contribution to UMBC and/or the unit to which the person

belongs; Outstanding service to students in an academic or residential environment; Extraordinary public service to the university or the greater community; Administrative transformation: Improved effectiveness and efficiency resulting in a minimum cost savings of \$10,000; or Academic transformation: Improved learning and minimum cost savings of \$10,000. Campus winners are forwarded to the BOR to compete with other USM employees. Eight (8) employees from the system are selected and selected recipients receive a plaque and \$1,000 stipend. For more information, visit <http://www.umbc.edu/provost/StaffAwards/>

- **Jakubik Family Endowment Staff Award:** This award recognizes staff contributions toward the success of UMBC students. Any exempt or non-exempt staff member who has been employed at UMBC for at least five (5) years is eligible for this award. Staff contributions can be in any or all of the following areas: Innovative advisement or student academic services; Excellence in teaching; Mentoring undergraduate students; Development of new programs to further the learning environment; and/or Creative application of technology to the student learning process. The award recipient will receive a \$500 stipend. For more information, visit <http://www.umbc.edu/provost/StaffAwards/>
- **Karen L. Wensch Endowment Award for Outstanding Non-Exempt Staff:** This award recognizes the contributions of non-exempt staff. Any non-exempt staff member who has been employed at UMBC for at least five (5) years is eligible for this award. The performance of non-exempt staff nominated for this award should be outstanding in one (1) or more of the following areas: Full engagement with the UMBC community; Dedication to UMBC; Routine performance above and beyond the requirements of the position; Extraordinary customer service, including with faculty, staff, students, and/or the public; Personal commitment and persistence in the work; Excellent problem-solving skills; High professional standards; Community involvement off campus; and/or Advocacy for non-exempt staff at UMBC. The award recipient will receive a \$1000 stipend. For more information, visit http://www.umbc.edu/provost/facstaff_resources.html

Credit Union

Employees can join the State Employees Credit Union (SECU) 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 <http://www.umbc.edu/parking>

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>

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 PNC Bank branch, the Yum Shoppe (convenience store), CommonVision (specialty printing), Flat Tuesdays and the 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: <http://www.umbc.edu/thecommons>

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 (3) 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 (7) days a week throughout the year. As a member of the 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 <http://www.umbc Retrievers.com/>

Chartwells (Food Services)

Chartwells is committed to setting standards in both food and service excellence. It also promotes a number of health and wellness initiatives. Chartwells oversees a number of food/dining facilities on campus. For more information, visit Chartwells’ website at <http://dineoncampus.com/umbc>

English Language Institute (ELI)

The ELI serves today’s global learners with academic and professional English language and communication programs in a cross-cultural setting. The ELI offers English language development programs in three (3) 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://www.umbc.edu/eli>

Division of Information Technology (DoIT)

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
- 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

DoIT 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 DoIT regarding the publication of home telephone and address information restrictions.

The Telecommunications and Central Alarm and Access Control units also fall under DoIT.

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)

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.

Central Alarm and Access Control: The campus centralized alarm system is managed and maintained by DoIT. 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.

For more information, contact the Help Desk at 410-455-3838, or visit the website at: <http://doit.umbc.edu>

Campus Card and Mail Services

Campus Card and Mail Services is a multi-faceted customer services operation supporting the UMBC campus community. The main service units are:

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 Campus Card Center. . .meals, mail, and more: Located on the first floor of the University Center, this is the 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.

Visit Campus Card’s website at: <http://campuscard.umbc.edu>

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 (7) 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, and the BWI Light Rail station. Service on the weekend extends to Wal-Mart, the Asian grocery market at Rolling Road and Route 40, and Arundel Mills Mall. 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 the 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>