



Frederick Community College Policy

Section 3.00 Personnel Policies	Policy Number	3.30
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Auxiliary Employee Benefits	Procedure Number	None
	Board Approved	11/20/02
	Re-approved	4/20/05
	Revision Approved	6/20/07
	Revised	9/17/08

- A. **Employment Category.** For the purposes of this policy, Auxiliaries include the Children’s Center, Food Service and the Bookstore. Unless otherwise authorized by the Board of Trustees, most of FCC Auxiliary employees are considered hourly employees. As such, they are paid for each hour worked and are eligible only for statutory benefits (e.g. Social Security) except as specified below.

- B. **Eligibility.** Full-time hourly Auxiliary employees who work at least 32 hours per week on a continuing basis are eligible for partial paid leave, medical, dental and vision insurances, and tuition benefits. Eligibility begins on the first of the month following 30 days of employment.

- C. **Benefits**
 1. **Paid Leave.** Eligible hourly full-time Auxiliary employees will receive ten standard work days per fiscal year of paid leave. This leave will accumulate at a rate of 6.75 hours per month and may be used for approved absences or as compensation for days when the Auxiliaries are not open (e.g. holidays), subject to the ten day per fiscal year maximum. Leave is subject to approval by the department manager. Any leave not used by December 31 of a calendar year or at the time an employee leaves employment, expires and may not be carried forward or paid out to the employee.

 2. **Medical Insurance.** Enrollment in a medical insurance plan is optional for qualified full-time Auxiliary employees. The College will pay 95 percent of the premium costs of the PPO or HMO plan for these employees. In addition, the College will pay 50 percent annually toward the total premium costs of the approved plan for the eligible family members (spouse or domestic partner [as defined in the Domestic Partner Declaration form] and/or dependent children) of each qualified employee. Dependent coverage is optional and available only if the employee also enrolls.

 3. **Dental and Vision Insurance.** Enrollment in dental and vision insurance is optional. The College will pay 75 percent of the cost of employee coverage. The difference of cost for additional coverage (child, spouse or family) will be at the expense of the employee.

 4. **Waiver of Medical Insurance.** Employees eligible for medical insurance under approved College plans may elect to waive such coverage by completing a Waiver of Medical Insurance Coverage form. Future enrollment in an approved College plan will be limited to open enrollment periods and other times as provided by plan rules and State and federal laws in effect at

the time. No financial rewards will be given to employees who choose to waive medical insurance coverage.

5. Flexible Benefits Plan. Employees defined as eligible for participation in this medical insurance plan may elect to pay for the employee share of premiums on a pre-tax basis through salary reduction. This plan is intended to be a cafeteria plan as defined in Section 125(d) of the Internal Revenue Code of 1954, as amended.
6. Flexible Spending Accounts. Medical and Dependant care spending accounts are available to Auxiliary employees wishing to take advantage of them. Operated in accordance with the Federal Tax Code, these accounts are funded by the employee and are not subsidized by the College.
7. Tuition. Eligible employees will be granted a waiver of tuition for job related (as deemed by their respective Director/Manager) credit or non-credit FCC classes. Forms should be obtained in the Human Resources Department.
 - a. Enrollment in FCC courses under the Tuition Waiver is on a "space available" basis. This means that enrollment is on a first-come, first-serve basis in any course or section which is not filled to capacity, as established by the College, after enrollment by tuition-paying students not eligible for this benefit.
 - b. The IRS has determined that some employee benefits such as tuition benefits for employees may be taxable and therefore, falls under the US tax Code.