

## INTRODUCTION

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 purpose of this orientation manual is to acquaint you with the myriad of benefits and services available to you as a new employee. It is intended to act as a reference which provides important general information and is not intended to be all-inclusive. The manual is not a contract and does not constitute any sort of agreement, implied or otherwise, as to the terms and conditions of employment or services provided at UMBC. In the event of any dispute, the provisions contained in the appropriate source documents will govern. These source documents may be reviewed in the Department of Human Resources (DHR). The benefits and services outlined in this manual may be changed by the State of Maryland, the USMO or UMBC. Any letter, memorandum, or other means of communicating information about an amendment is covered by the disclaimer set forth in this paragraph.

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*Dear UMBC Employee:*

*We are delighted you have chosen UMBC as your place of employment, and we welcome you to the campus community.*

*Ours is a special community -- committed to nurturing people, ideas, and the values that support excellence and service. Established in 1966, UMBC is a dynamic research university dedicated also to undergraduate education. We are proud to be building a national reputation for excellence.*

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

*This manual provides you with information on the University's organization and acquaints you with the various benefits and services available to you. We hope that you find it useful.*

*Again, welcome to UMBC, and we hope that your experiences here are rewarding.*

*Sincerely,*

*President Freeman A. Hrabowski, III*

# Medical and Supplemental Health Plans Summary

## **Enrollment Process:**

- Must enroll within first 60 days after start date
- Can choose coverage retroactive to start date if desired

## **Basic Medical Benefits:**

Preferred Provider Organization (PPO) Plans

- Carefirst BC/BS
- MLH Eagle

Point of Service (POS) Plans

- Carefirst BC/BS
- MDIPA
- Aetna

Health Maintenance Organizations (HMO) Plans

- Carefirst BC/BS
- Optimum Choice
- Kaiser

## **Included in all Medical Benefits:**

Vision Plan  
Mental Health & Substance Abuse

## **Supplemental Benefits:**

Prescription Drug Plan – Catalyst, Rx

Dental Programs

- DHMO Dental Benefit Providers
- DHMO United Concordia
- PPO United Concordia

Personal Accidental Death & Dismemberment – MetLife

Flexible Spending Accounts - SHPS

- Health Care Spending
- Dependent Care Spending

Long Term Care – Prudential Long Term Care

Long Term Disability – UNUM

## **ENROLLMENT:**

New employees have **60 calendar days** from their original date of employment to enroll for any of the benefit programs outlined. Once enrolled in a benefit option, coverage may not be cancelled or changed until the open enrollment period, unless a Qualifying Event occurs (birth of child, marriage, etc.).

The premiums for each plan are listed in the State's Benefits Booklet. Regular employees who enroll in health benefits will have premiums withheld on a bi-weekly basis from their paycheck, mostly before income taxes are applied. Contingent employees are billed at home monthly, with all payments post-tax.

The effective date of coverage will be determined by the first available pay period ending date from which your premium deduction(s) can be made following the submission of the completed enrollment form. Effective dates of coverage are always the 1st of the month or the 16th of the month (as determined by the Department of Budget and Management).

In instances where coverage must be utilized **before** deductions are withheld, the employee may elect to pay out-of-pocket for services and then be reimbursed once a retroactive adjustment has been made. This involves the employee paying their share of the premiums for the missed pay periods up to the effective date of coverage. The employee must elect to pay for retroactive coverage **within the first 60 days** of employment or forfeit the right to retroactive coverage.

Dependents may be covered for all benefit plans up to the end of the month in which they turn 25 years old. Verification of dependent eligibility is required (marriage certificate for spouse, birth certificates and affidavits for dependent children, etc.).

Brochures and provider directories for all health plans are available in the HR Department.

## **BASIC HEALTH BENEFITS:**

UMBC, through the Maryland Department of Budget and Management (DBM), offers a flexible health-related benefits menu which allows employees to choose from a number of options including medical (including vision and mental health), dental, prescription drug, personal accidental death and dismemberment, long term care, and group term life insurance plans. Except for Long Term Care and certain coverage levels of term life insurance, these plans are offered on a pre-tax basis which means that Federal, State and Social Security taxes will not be owed on the amount you contribute for your benefits.

### **There are three (3) types of medical plan structures offered by the State:**

**Preferred Provider Organizations (PPO):** This type of plan provides employees with the maximum amount of flexibility in the selection of physician services. Employees in this type of plan do not select a primary care physician and may visit any medical provider desired, whether generalist or specialist. When visiting a provider within the PPO network, the employee pays only a co-pay. The PPO plans also offer employees the option to receive services outside of the network at a ratio of 80% plan, 20% patient after the appropriate deductible has been met (\$250/Individual, \$500/Family). Vision benefits (purchase of eyeglasses/contact lenses) with limited reimbursement for specified services, are offered as part of medical plan coverage. PPO plans are available to all employees regardless of county/state of residence.

**Point of Service (POS) Plans:** These plans are set up similarly to the PPO plans wherein the employee has the option to go outside the network for services and the plan will still pay the 80%-20% ratio after the deductible. However, employees must select a Primary Care Physician and that Physician must make any subsequent referrals in or outside the network in order for the plan to pay 100% for any services rendered. If an employee elects not to go through their Primary Care Physician, the out-of-network rates will apply. An employee who visits a provider within the network after a referral will pay only co-pay.

The POS plans also provide for vision coverage toward the purchase of eyeglasses/contact lenses. Check plan brochure for fee schedules and participating physician information.

**Health Maintenance Organizations (HMO):** These are strictly managed care programs which require employees to utilize the physicians within the specific HMO network. The plan will not cover services rendered outside the network. The employee pays a co-pay for all visits.

HMO plans also provide vision benefits associated with the purchase of eyeglasses/contact lenses. Check plan brochure for fee schedules and participating physician information.

## **SUPPLEMENTAL BENEFITS:**

**Mental Health and Substance Abuse:** Upon enrollment in any of the medical plans, employees are automatically enrolled for mental health/substance abuse benefits. All employees enrolled in any one of the PPO or POS medical plans will receive mental health/substance abuse benefits through the State's stand-alone program from APS Healthcare, Inc. This is a network of licensed mental health care providers (State and private practitioners). APS operates on a 24-hour/7 day a week schedule and to utilize the benefits you need only call the toll-free number in the State Health Benefits booklet.

Inasmuch as HMO plans are strictly managed care programs, employees enrolled in the HMO plans must go through their Primary Care Physician for referral to the mental health network of their particular HMO. No enrollment forms are required.

## **Prescription Drug Plan:**

- Catalyst Rx, Inc. has been contracted by the State to provide for pre-paid prescription drug benefits with the use of generic or brand-name drugs with a co-pay. Employees will be charged a higher co-pay for brand-name drugs
- Maintenance drugs may be issued in up to a 45-day supply for one co-pay or up to a 90-day supply for two co-pays.
- Exclusions to the program are vitamins (with exception of prescribed pre-natal vitamins), drugs deemed less than effective by the Food and Drug Administration, experimental drugs, dietary supplements, etc. (the Catalyst, Rx web page has a full list of exclusions).
- There is a \$700 out-of-pocket maximum on co-pays during a plan year. If the employee and covered family members reach \$700 in the plan year, the employee and covered family members will not pay any more in co-payments for the plan year for covered drugs.
- Catalyst Rx also offers a Voluntary Mail Order Program. The employee may choose home delivery of drugs with no additional delivery charge. Drugs can be ordered by phone, mail, or internet. If an employee chooses to take advantage of the Voluntary Mail Order Program, co-payments will be no more than \$20 for a 90 day supply.

### **Dental Program:**

The State offers three dental plans: two dental health maintenance organizations (DHMO) underwritten by United Concordia and Dental Benefit Providers; and a Preferred Provider Organization (DPPO) plan, underwritten by United Concordia.

- The DHMOs require enrollees to utilize participating plan dentists.
- The DPPO allows enrollees to utilize non-participating dentists with limited reimbursement benefits. The enrollee does not select a primary dental office, and has the option of utilizing in-network benefits or out-of-network benefits.

### **Personal Accidental Death and Dismemberment:**

- Underwritten by Met Life, this plan provides benefit amounts of \$100,000, \$200,000 or \$300,000 to employees or designated beneficiaries in the event of accidental death or dismemberment.
- Plan covers accidents on the job or at home.
- Includes benefits for modification to home or automobile in the event of total disability as the result of an accident.
- Accidental disappearance benefit will provide for payment of the benefit amount if disappearance occurs as the result of an accident and recovery of the body does not occur within 365 days.
- Exclusions are suicide, enlistment in the military during acts of war, self-inflicted wounds, illnesses, etc.
- Limited educational and day care benefits provided in cases of disabling accidents.

### **Flexible Spending Accounts:**

- Allows employees to set aside money on a pre-tax basis for any out-of-pocket expenses incurred for health or dependent care.
- Health Care Spending account allows for a minimum of \$120 to maximum of \$3,000 annually to be withheld to pay out-of-pocket expenses associated with medical care (co-pays for doctor visits, prescription co-pays, over the counter drugs, etc).
- Dependent Care Spending account allows for a minimum of \$120 to maximum of \$5,000 to be withheld to pay out-of-pocket expenses associated with day care costs (day care fees, after care costs for children, etc.)
- Use it or lose it provision. Receipts must be for bona-fide expenses or State will not allow access to monies in the account.
- Employees have until October 15 after the end of the coverage term to submit claims for reimbursement, however expenses must be incurred during the coverage term.
- Enrollment in any spending account prohibits employees from claiming the identical expenses on their income taxes.

### **Long Term Care:**

- Underwritten by Prudential Long Term Care, this plan provides coverage for the care received at home or in a facility, when someone needs assistance with activities of daily living or suffers severe cognitive impairment.
- Available to active employees and their family members (spouse, children, parents, parents-in-law, grandparents, and grandparents-in-law).
- Eight plans are available and all plans are based on your current age.
- Eligibility for receipt of monthly benefit begins once specified criteria are met. See Benefit Summary Booklet for details.

### **Long Term Disability:**

- Underwritten by UNUM.
- Not a pre-tax benefit plan, so coverage can be initiated or cancelled at any time. If initiated after first 60 days of employment, short medical form is required.
- Rates based on age, annual salary and elimination period chosen.
- Up to 60% of base salary payable upon 90th or 365th day of disability up to a maximum of \$8,000 per month. Benefits available until age 65.

## Term Life Insurance Programs

### **The MetLife Insurance Plan:**

- Employees can take a maximum of \$300,000 coverage
- Dependents can take a maximum of \$150,000 coverage
- Guaranteed issue amount is \$50,000 offered to employees

### **UNUM Life Insurance Plan:**

- Employees can take a maximum of \$750,000 or 6X annual salary coverage
- Spouse can take a maximum of \$150,000 coverage
- Dependents can take a maximum of \$10,000 coverage
- Guaranteed issue amount is \$50,000 offered to employees

## **TERM LIFE INSURANCE PROGRAMS**

There are two group term life insurance programs offered to employees through the University:

### **The MetLife Insurance Plan:**

- Term life program administered by the State of Maryland and underwritten by the Metropolitan Life Insurance Company.
- Allows employee to take out life insurance for up to \$300,000 in \$10,000 increments. Insurance for dependents may be taken for 1/2 employee amount or \$150,000 whichever is less. Please note that dependent children may be covered up to age 25 only. Amounts up to \$50,000 for employee are pre-tax. Amounts over \$50,000 for employee, and any amount for dependents, are deducted post-tax.
- Guaranteed issue amount of \$50,000 offered to employees. Anything in excess of \$50,000 must have medical insurability form. Any amount in excess of \$25,000 for dependents must have medical insurability form.
- Rates based on age and level of coverage.
- Portability coverage for employee (conversion coverage for dependents) provided upon resignation/termination of employment. Also provides for a waiver of premium if required to retire as the result of total disability. Employee must pay first 9 months of premiums.

### **UNUM Life Insurance:**

- Offered to University employees only.
- Allows employee term life insurance coverage up to 6X annual salary in \$10,000 increments to a maximum of \$750,000. Spouse may be insured for same amount as employee amount or \$150,000, whichever is less. Dependent children may be insured for up to \$10,000.
- Guaranteed issue amount of \$50,000. If enrolled within first 60 days of employment, no evidence of insurability is required. Anything in excess of \$50,000 must be accompanied by short health form (located inside packet).
- Rates based on age, annual salary and level of coverage. Not a pre-tax plan, so enrollment can be initiated, increased, decreased or cancelled at any time.
- Portability coverage available at 20% increase in premiums upon termination/resignation of employment. Also provides for a waiver of premium for cases of total disability commencing before the age of 60.

# Payroll Information

## **Social Security:**

- Employees are automatically covered under Social Security from the first day of employment
- The State matches employee contributions

## **Direct Deposit:**

- Direct Deposit is mandatory
- Will begin within 60 days after initial application

## **Bank/Credit Union:**

- Eligible for membership in the State Employees Credit Union (SECU)
- SECU ATM on campus at University Center
- Chevy Chase Bank located in The Commons
- Chevy Chase Bank ATM located all around campus

## **Savings Bonds:**

- Series EE & Series I are available at the front desk of Human Resources

## **W-4 Forms:**

- Your payroll preparer will provide these forms to you

## **Unemployment Insurance & Workers Compensation:**

- The State pays all contributions

## **PAYROLL INFORMATION**

### **Social Security:**

- A Federal program which pays benefits under 3 types of circumstances: retirement, disability, or death. In addition, health benefits under Medicare are provided to social security recipients.
- Employees are automatically covered under social security from the first day of employment. There are no waiting periods and no enrollment forms need to be completed.
- The State matches employee contributions to social security at the rate of 7.65% with a maximum wage base that fluctuates with each fiscal year.
- For additional information on social security benefits, employees may obtain a copy of the Guide to Social Security (updated on an annual basis) from the HRD.

### **Direct Deposit:**

- Mandatory for all employees, regardless of banking institution. Employees may have net pay deposited directly into their checking account.
- Direct deposit will begin 60 days after initial application. Once enrolled, employees will receive an earning statement or pay stub which shows your hours, earnings, taxes, and deductions.

### **Bank/Credit Union:**

- All University employees are eligible for membership in the State Employees Credit Union (SECU). This is a financial institution mutually owned and operated by State employees. SECU does not have a branch on campus, but ATM machines are available. Applications for membership are available at the front counter of the HRD.
- Chevy Chase Bank has a branch office in the Commons and ATM machines on campus as well. All employees are eligible for Chevy Chase accounts.
- At both SECU and Chevy Chase, the entire spectrum of banking services are available to include: share accounts (savings), share draft accounts (checking), IRA's, direct deposit, home equity, personal loans, automobile loans, etc.
- Additionally, UMBC has partnered with PNC bank to provide incentives to campus employees. PNC account applications are available in the HR department or at the nearest branch in Catonsville.

### **Savings Bonds:**

- Series EE and Series I savings bonds are an easy way to gather funds for education or retirement purposes, often at a significant tax savings. The bonds can be purchased in \$100 denominations or more, and may be redeemed without fee or commission at any time after six months from the date they were issued.

**W-4 Forms:**

- Outlines tax exemptions chosen by employees.
- If currently residing outside the State of Maryland or considering moving outside the State of Maryland, employees are encouraged to contact the Payroll Department to obtain information regarding reciprocal agreements with States neighboring Maryland.

**Unemployment Insurance:**

- Provides employees with cash benefit if you become unemployed through no fault of your own and are ready, willing and able to work.
- The State pays all contributions for unemployment insurance. No monies are withheld from employee paycheck for coverage.

**Workers Compensation:**

- Employees covered as of first day of employment. Coverage is for disability or death of an employee which arises out of and in the course of the worker's employment.
- The employee is paid compensation for compensable injuries at 66 2/3% of salary, untaxed.
- The University pays the entire cost for this insurance. No enrollment forms are required.

# General Benefits

## **Tuition Remission:**

- Employees are eligible for up to 8 credits of 100% Tuition Remission per semester (prorated for part time)
- Employees are eligible for Undergraduate and Graduate Classes
- Employee must be employed at the University 2 years before spouse and dependents are eligible for tuition remission

## **Leave:**

- Personal Leave
- Annual Leave
- Sick Leave
- Holiday Calendar

## **United Buyer Service Guide:**

- Discounts on New/Used Cars, Furniture, & Electronics

## **Liberty Mutual:**

- Discounts on Auto, Home Owners, or Renters Insurance

## **Employee Assistance Program:**

- Mental Health & Substance Abuse problems
- Referrals are made by supervisors

## **Child Care Center:**

- YMCA
- Ages 2-5 years old

## **GENERAL BENEFITS**

### **Tuition Remission:**

- Full-time regular faculty and staff are eligible for 100% tuition remission for classes not to exceed 8 credits per semester at any USM institution, plus Morgan State University, Saint Mary's College of Maryland, and Baltimore City Community College. The courses may be at the undergraduate or graduate level and toward any discipline with the exception of Dental and Medical School. Other exclusions may apply at individual institutions. Part-time regular faculty/staff receive benefits proportional to their percentage of service.
- The spouse and dependent children of full-time faculty and staff hired after July 1, 1992 are eligible for remission of tuition only after the faculty/staff member has been employed for 2 years. A full course load may be taken toward the pursuit of the **first undergraduate degree** (no graduate courses or pursuit of secondary degree will be covered). Courses taken at UMBC will be remitted at 100%. If desired discipline is not offered at UMBC, the spouse/dependent child may enroll at any other USM campus (plus dependent children not spouses at Morgan St., St. Mary's, and BCCC) and courses will be remitted for 50%. Again, part-time regular faculty/staff receive partial benefits. A detailed policy statement is available in the Department of Human Resources.
- Contingent II employees are eligible to receive 100% tuition remission for up to 8 credits per semester (prorated for part-time), but only at the home institution. Contingent II employees are not eligible for tuition remission at any other campus, and are not eligible for spouse/dependent tuition remission at all.
- Tuition remission benefits for *graduate-level* courses are subject to taxation under the following guidelines: (1) any amount of benefit over \$5,250 in a calendar year is taxed for an employee's own graduate-level courses; and (2) the entire amount of benefit is taxed for graduate-level courses taken by an employee's spouse or dependents. Undergraduate-level courses are not taxed at all.

### **Leave:**

- Paid Leave: Leave benefits available dependent upon category of employment. Specific allowances are outlined in flier received with this manual.
- Family and Medical Leave Act: The FMLA allows employees up to 12 weeks of paid or unpaid leave for qualifying medical event (see policy for details) wherein the University will continue to pay its portion of health benefits.
- Unpaid Leave: A Leave of Absence Without Pay (LWOP) is available for personal, medical, military, or research purposes. Employees should consult appropriate employee manual for eligibility criteria.
- Holidays: 14 paid holidays (15 in election year). Must be employed on calendar date of occurrence in order to receive credit for holiday when it is observed by the University.
- Jury Duty: Administrative leave is provided for persons called for jury service. No charge to accrued leave provided appropriate documentation is supplied.
- Military Leave: 15 days of administrative leave for anyone enlisted in the armed forces or organized militia for observance of annual training exercises or military call up.

## **United Buyer Service Guide:**

United Buying Service (UBS) is a discount car-buying service available to all UMBC employees, Regular or Temporary. UBS pre-negotiates auto prices for a variety of models with participating dealers and makes the negotiated prices available to campus employees. A UBS Official Price Book is available in the Human Resources Department. Discounts are also available on some furniture and electronics products. Employees may visit the UBS web site at <http://www.ubs4cars.com/> for more information.

## **Liberty Mutual:**

UMBC employee benefits now include savings on auto, home and renters insurance through Liberty Mutual's Group Savings Plus® program. This program allows employees to purchase high-quality auto, home and renters insurance at low group rates through the convenience of automatic checking account deductions or direct billing at home. Other features include guaranteed rates for 12 months and outstanding claims service. The program is available to all Regular and Temporary UMBC employees.

For a free, no-obligation quote, call Liberty Mutual's Columbia, MD office at 410-872-1291. Please identify yourself as a UMBC employee, group number 111131. Or visit Liberty Mutual online at [www.libertymutual.com/im/umbc](http://www.libertymutual.com/im/umbc).

## **Employee Assistance Program (EAP)**

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

## **Child Care Center:**

- Located conveniently on campus, the center is open from 7:30 a.m. to 6:00 p.m. Monday through Friday.
- Care is provided for children ages 2 through 5 years of age on a full-time and part-time basis.
- The program is administered by an independent contractor. Costs are established by the contractor. Any questions can be referred to extension 5-6830.

## **Employee Discounts:**

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



## 2008 Holiday Leave Schedule

Observance Date	Holiday	Calendar Date	Leave Type
Tuesday, January 1, 2008	New Year's Day	January 1, 2008	Holiday
Monday, January 21, 2008	Dr. Martin Luther King's Birthday	January 15, 2008	Holiday
Monday, March 17, 2008	Spring Break	March 17, 2008	University Holiday
Tuesday, March 18, 2008	Spring Break	March 18, 2008	University Holiday
Monday, May 26, 2008	Memorial Day	May 26, 2008	Holiday
Friday, July 4, 2008	Independence Day	July 4, 2008	Holiday
Monday, September 1, 2008	Labor Day	September 1, 2008	Holiday
Thursday, November 27, 2008	Thanksgiving Day	November 27, 2008	Holiday
Friday, November 28, 2008	Thanksgiving Break	November 28, 2008	Holiday
Thursday, December 25, 2008	Christmas Day	December 25, 2008	Holiday
Friday, December 26, 2008	Presidents' Day	February 18, 2008	Holiday
Monday, December 29, 2008	Columbus Day	October 13, 2008	Holiday
Tuesday, December 30, 2008	Veterans Day	November 12, 2008	Holiday
Wednesday, December 31, 2008	Election Day	November 2, 2008	Holiday
Thursday, January 1, 2009	New Year's Day	January 1, 2009	Holiday
<b>Friday, January 2, 2009</b>	<b>Winter Break</b>	<b>January 2, 2009</b>	<b>University Holiday'09</b>

**NOTE: Employees must be in a paid employment status on the calendar date of the holiday, regardless of date observed, to be eligible for holiday pay.**



An Honors University in Maryland

## 2009 Holiday Leave Schedule

Observance Date	Holiday	Calendar Date	Leave Type
Thursday, January 1, 2009	New Year's Day	January 1, 2009	Holiday
Friday, January 2, 2009	Winter Break	January 2, 2009	University Holiday
Monday, January 19, 2009	Dr. Martin Luther King's Birthday	January 19, 2009	Holiday
Monday, March 16, 2009	Spring Break	March 16, 2009	University Holiday
Tuesday, March 17, 2009	Spring Break	March 17, 2009	University Holiday
Monday, May 25, 2009	Memorial Day	May 25, 2009	Holiday
Friday, July 3, 2009	Independence Day	July 4, 2009	Holiday
Monday, September 7, 2009	Labor Day	September 7, 2009	Holiday
Thursday, November 26, 2009	Thanksgiving Day	November 26, 2009	Holiday
Friday, November 27, 2009	Thanksgiving Break	November 27, 2009	Holiday
Friday, December 25, 2009	Christmas Day	December 25, 2009	Holiday
Monday, December 28, 2009	Veterans Day	November 11, 2009	Holiday
Tuesday, December 29, 2009	President's Day	February 16, 2009	Holiday
Wednesday, December 30, 2009	Columbus Day	October 12, 2009	Holiday
Thursday, December 31, 2009	Holiday Break	December 31, 2009	University Holiday 2010
Friday, January 1, 2010	New Year's Day	January 1, 2010	Holiday

**NOTE: Employees must be in a paid employment status on the calendar date of the holiday, regardless of date observed, to be eligible for holiday pay.**



## **UMBC NONSMOKING POLICY**

It is the policy of the University of Maryland, Baltimore County (UMBC) to regulate smoking on University properties since tobacco smoke has been found to be a Class A human carcinogen. The Attorney General, the Centers for Disease Control, and other public health officials agree that that secondhand smoke poses both immediate and long term health risks for all, but especially to those individuals with asthma, cardiovascular disease, impaired lung function, hay fever, certain eye disorders, and those with allergic reaction to tobacco smoke. These dangers have been found sufficient to warrant the regulation of smoking in public places. This policy is designed to protect and enhance outdoor and indoor air quality in the University's buildings and to contribute to the health and well-being of the UMBC community, in general.

### **RESPONSIBILITY:**

The University of Maryland, Baltimore County students, faculty, staff, employees, and visitors are responsible for complying with the following nonsmoking policies.

### **DEFINITION:**

Smoke or smoking means the act of smoking or carrying a burning cigar, cigarette, pipe or other tobacco product of any kind that releases environmental tobacco smoke.

### **SMOKING IN OUTDOOR LOCATIONS:**

**Smoking Policy-** Smoking is prohibited within 20 feet of all building openings including doorways, air or ventilation intake systems, entryways, windows. Smoking is also prohibited on UMBC's mainstreet area (from the entrance to the Kuhn Library to the street adjacent to the Administration and Recreational Activity Center), the patio area outside the Commons. These areas will be clearly posted as non-smoking areas. Urns for disposing of smoking refuse will be moved to the designated distance from the building entryway to comply with a policy for the disposal of smoking refuse.

**Disposing of Smoking Refuse-** Smoking refuse, such as cigarette butts, burnt tobacco, etc., are to be disposed of in ash urns or other containers specifically designed for such disposal. Smoking refuse is not to be disposed of on the UMBC grounds outside of these designated containers including grassy areas, open spaces, sidewalks or other paved areas.

### **ENFORCEMENT:**

The enforcement of this policy is greatly benefited by the thoughtfulness, cooperation, and consideration of smokers and non-smokers alike. It is the responsibility of the UMBC community to observe this policy and to direct those who are smoking to the appropriate designated smoking areas. Anyone noticing an individual who is smoking in a non-smoking area may inform that person of the smoke-free policy and refer to the designated smoking areas. The UMBC campus police and judicial services will enforce this policy as they enforce any other nuisance policy on campus. It is important to note that smoking restrictions have long been in effect and enforced on our campus. These restrictions include Maryland state laws prohibiting smoking in public buildings and in state-owned vehicles as well as campus restrictions on smoking in the residence halls. Enforcement of these policies by campus police and judicial services may follow existing protocols for smoking restrictions and other nuisance behaviors on the UMBC campus.

### **SMOKING CESSATION:**

All UMBC students, faculty, staff, and employees who are interested in quitting smoking are urged to contact the Smoking Cessation Program at UMBC's University Health Services. Assistance in locating available smoking cessation services shall be provided promptly to smokers wishing to quit.

## PERFORMANCE MANAGEMENT PROCESS (PMP)

Almost all organizations have some type of structured process for annually evaluating employees and praising performance. At UMBC we use the **Performance Management Process** or **PMP**.

UMBC's evaluation process is set up so that there are at least three formal meetings during the evaluation period. The initial meeting involves setting job expectations. Midway during the evaluation period, the midway feedback session is held with the employee. Finally, at the end of the evaluation period the final appraisal is completed, and the goals and expectations are set for the next evaluation period.

All new employees are to be given their job expectations by their immediate supervisor using the PMP process – it is recommended that this be done during their first week of employment. The rating period is from April 1 through March 31. The PMP is an ongoing process for communicating about performance and helping employees achieve excellence in their jobs.

The process involves developing expectations, providing feedback and coaching, goal-setting, evaluation and development planning. In short, UMBC employees need to know what is expected of them. By conducting a PMP, the employee should have a clear understanding about:

- The essential functions/duties of their job
- How the employee's job contributes towards achieving departmental goals and university goals
- What doing a job well means
- How job performance will be measured
- Identifying barriers to performance and removing them

For PMP forms visit the HR website at <http://www.umbc.edu/hr/Emprel/index.htm>.

If you have any questions regarding the process, please contact Human Resources at 410-455-2337.



4558 to schedule. This session will also include the Overview of Procurement Policies and Procedures.

If you won't have a P-Card but will be ordering supplies and/or equipment, you must attend the Overview of Procurement Policies and Procedures. Contact Ina Caplan at ext. 5-4558 to schedule.

For procurement forms, policies, and procedures go to

<http://www.umbc.edu/adminaffairs/procurement/procurement/> and click on "Departmental Information."

### **Performance Management Process (PMP)**

PMP Training is required for all supervisors of Regular and Contingent II staff. Sessions will be offered on an ongoing basis. For additional information, contact Human Resources at 410-455-2337.

## **Additional Professional Development Resources**

### **Faculty Development Center**

The Faculty Development Center supports UMBC faculty in their teaching, research and creative activity, and service. It promotes initiatives that improve undergraduate and graduate education by valuing teaching as well as research and helping to link the two. It also serves to enhance faculty members' lives during all phases of their careers by connecting faculty with resources for innovation and renewal. For more information go to <http://www.umbc.edu/fdc/>.

### **Career Services Center**

Information on Career Services for students, faculty, and staff: [www.careers.umbc.edu](http://www.careers.umbc.edu).

Under "Resources" on the right side click the link to their Career Development Guide. Page 4 of this Guide lists the Top 10 Reasons to Visit UMBC's Career Services Center.

### **Graduate School**

Go to <http://www.umbc.edu/gradschool/> for information about UMBC's graduate programs and resources.

### **Undergraduate Admissions**

Go to <http://www.umbc.edu/undergrad/> for information about UMBC's undergraduate programs and resources.

### **UMBC Continuing and Professional Studies**

UMBC Continuing and Professional Studies offers customized, high-quality, credit and non-credit certificate, training and graduate degree programs that reflect the values of a major research university and the performance of a private company. Enrolling over 12,500 students and professionals annually, the combined enterprise offers programs on-campus, onsite, online and at the Universities at Shady Grove in Rockville, MD.

The Division of Professional Education and Training (DPET) undergraduate courses through Special Sessions, graduate certificates, and masters programs are eligible for tuition remission. For more information, go to <http://www.cps.umbc.edu/aps/default.asp>.

UMBC Training Centers provides high quality professional, scientific and technical training to individual

students and organizations. UMBC employees and their families receive a 50% discount. For more information go to <http://www.umbc.edu/trainctr/>.

## Collective Bargaining at UMBC

Effective July 1, 2001, employees of the University System of Maryland became eligible for representation under collective bargaining. Collective bargaining is the process of negotiation between an employee representative (union) and the employer (management) with respect to the terms and conditions of employment.

Under the Maryland Collective Bargaining law, three bargaining units for eligible staff were established: 1) Exempt Staff; 2) **Non-Exempt Staff**; and 3) Sworn Police Officers. At UMBC, non-exempt staff whose jobs do not require confidentiality or supervision of other staff are represented through collective bargaining (hereafter referred to as the bargaining unit) by the **American Federation of State, County and Municipal Employees (AFSCME)**. Basic Terms and Frequently Asked Questions on Maryland's Higher Education Collective Bargaining Law are found at:

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

Over a period of three-and-a-half years, beginning in Fall 2002, a Memorandum of Understanding (MOU) was negotiated by teams representing UMBC administration and the bargaining unit. The MOU was ratified by the University System of Maryland, Board of Regents on June 22, 2005. As negotiated, the MOU establishes and governs wages, hours, grievance procedures, benefits and most other terms and conditions of your employment. It is in force for a period of 3 years from the date of ratification with limited provisions to reopen negotiations for annual Cost of Living (COLA) and Merit wage increases. (These limited, annual negotiations are conducted between the University System of Maryland and representatives of individual campuses which form a coalition to represent participating campuses.) The MOU is available at:

<http://www.umbc.edu/hr/Collective%20Bargaining/index.html>

***\*Although we encourage you to join the union, membership is not a requirement of the law. All eligible non-exempt staff are represented under collective bargaining, regardless of membership status. For information on joining the union, please contact any of the individuals listed below.***

If you have questions about the MOU or your individual terms and conditions of employment, please contact any of the individuals below:

Local President: Pat Brown, AOK Library, x53292, [pbrown@umbc.edu](mailto:pbrown@umbc.edu),  
Local V.P.: Tony Jackson, Physical Plant, [ajacks1@umbc.edu](mailto:ajacks1@umbc.edu)  
Stewards: Lynn Kennedy, Gender & Women's Studies, x52001, [lykenned@umbc.edu](mailto:lykenned@umbc.edu);  
Pat Cronise, Slide Library, x52956, [cronies@umbc.edu](mailto:cronies@umbc.edu)

There is also a listserv to which all non-exempt staff covered under collective bargaining are enrolled. Bargaining updates, legislative issues of concern, program announcements from Human Resources, and the occasional request for volunteers are all sent via this listserv. (This listserv is provided as a service and only information of general interest to bargaining unit members is sent.)

Listserv Owner: Lynn Kennedy, [lykenned@umbc.edu](mailto:lykenned@umbc.edu)

We are **AFSCME Local 1459** which is a part of **Council 92** <http://www.afscmecouncil92.org/> .  
The **AFSCME International** website is located at: <http://www.afscme.org/>

## Professional Staff Senate

The Purpose of the Professional Staff Senate is:

1. To represent the interests and concerns of the exempt staff at UMBC;
2. To certify elections of members to committees as provided in the Plan of Organization;
3. To provide a forum for discussion and recommendations on matters involving exempt staff and the welfare of UMBC;
4. To review academic and administrative policy as it affects the exempt staff; and
5. To develop committees and act within these committees as a vehicle to serve the membership.

All exempt staff members are included in the Professional Staff Senate as general members who vote for their Professional Staff Senators and Council of University Staff Representative (for the University of Maryland System). There are 18 Professional Staff Senators, each elected for a 2 year term, who serve as the governing body and represent professional staff on university-wide committees (including the Undergraduate Council, Facilities Planning and Scheduling, Athletic/ Recreation Policy, Library Policy, Student Life, Human Relations, Landscaping and Stewardship, Personnel Review) and on Professional Staff Senate committees (including PSS Policy Review, Staff Outreach, PSS Scholarship Selection, and PSS Election). The Professional Staff Senate represents its constituents' concerns in the University's Steering Committee and in the Planning and Leadership Team, and by meeting each semester with the President of the University.

Elections for Professional Staff Senators are held each year in April. From April 1-15, nominations are solicited from professional staff, who may nominate any other professional staff member, or self-nominate. Elections take place from April 20-30, online through the PSS Blackboard Site. A Council of University Staff Representative is also elected during the same time. The Professional Staff Senate uses Blackboard as its primary communication method-information about UMBC shared governance, PSS goals and motions, plus the agenda and minutes are available online to all professional staff. If you do not have access, you can enroll at <http://blackboard.umbc.edu/> by searching under "Community."

The Professional Staff Senate general meetings are open to the public and all professional staff are invited to attend and provide input. **Meetings are typically held on the third Wednesday of each month from 2pm until 3:30pm in Commons Room 318**, though meeting times can be confirmed through our Blackboard site or by contacting a Senator. The Professional Staff Senate plans events throughout the year to benefit UMBC's professional staff and the community as a whole, including the Community Picnic (typically held in early June), bi-monthly newsletters, and workshops for staff development and information-sharing for professional staff.

## **Non-Exempt Excluded Staff Senate**

### **What is NEESS?**

Non-Exempt, Excluded Staff Senate (NEESS) represents non-exempt staff not otherwise represented by an exclusive bargaining agent, offering them a voice in shared governance.

### **Background**

- The bargaining unit for non-exempt employees voted in February 2002 to have AFSCME as their exclusive bargaining agent.
- Classified Staff Senate dissolved when union representation took effect.

### **What does excluded mean?**

Certain types of employees are excluded from participating in collective bargaining, such as supervisors, managers, and staff who work with confidential information.

### **Who are members of the Non-Exempt Excluded Staff**

- The Department of Human Resources reviews employee position descriptions for eligibility status.
- Human Resources updates the list of NEES members on a quarterly basis.

### **Purpose of the Non-Excluded Staff Senate**

**A.** To represent the interests and concerns of all levels of the non-exempt staff not otherwise represented by an exclusive bargaining agent.

**B.** To support the Administration and Academic Community with the knowledge, skills, and abilities of this constituency of nonexempt staff.

**C.** To provide a forum for discussion and recommendation on matters involving this constituency of nonexempt staff and the welfare of UMBC.

**D.** To participate, in an advisory capacity, in the review and implementation of University policies affecting the nonexempt staff not otherwise represented by an exclusive bargaining agent.

**E.** In the interest of this constituency of nonexempt staff, to participate in the development of policies concerning the general operation of UMBC.

### **Members of the Non-Excluded Staff Senate**

Kathlyn Miller, President  
Terry Aylsworth, Vice President  
Dorothy Anderson, Treasurer  
Dave Armour  
Michael Dick  
Deborah Geare  
Joe Howard  
Teresa Lupinek  
Vicki Simmers

## **University Committees**

Athletic Policy  
Board of Regents Staff Awards  
Council of University System Staff  
Employee of the Quarter  
Facilities Planning and Scheduling  
Human Relations  
Landscaping and Stewardship  
Library Policies  
New Employee Orientation Staff  
Personnel Review Committee  
Planning Leadership Team  
President's Annual Retreat  
Presidential Staff Awards  
Research Council  
Risk Management  
Staff Development Committee  
University Steering Committee

## **A Few Initiatives**

- Staff Handbook
- More flexibility in the pay range
- Bonus for outstanding employees, merit added to base
- Staff Development and Training
- Review of the current PMP
  
- Promotion of an improved work environment and enhanced morale among the Non-Exempt Excluded Staff Senate
  
- Annual NEES Holiday Open House Craft Fair
  
- Book Scholarship for Undergraduate Student(s)

## **Want to get involved?**

- Elections are in May
- Two year term
- Monthly meetings
- Contact Kathy Miller (Ext. 5-3269 for more information)



## UMBC POLICE DEPARTMENT

### IF YOU ARE THE VICTIM OF A CRIME OR BELIEVE YOU MAY BE...

Call **UMBC Police** at x55555 as soon as possible. This will initiate a computerized event record of the incident and may result in the initiation of a police report and related criminal or non criminal investigation. You will receive a "**Crime Victims and Witnesses Rights and Services Brochure**" if you are the victim of a criminal offense to acquaint you with your rights and the resources available to assist you through the investigation and prosecutorial process, in accordance with Maryland Law. The incident reported may be a crime, or an incident determined to be a violation of the Student Conduct Code, or both. UMBC Police may recommend University disciplinary charges against a student based on the information you have provided and their investigation, if the incident or offense involves a student of UMBC.

### POLICE INVESTIGATIONS:

UMBC Police Officers conduct both criminal and non criminal investigations, which may include taking a statement from victims or witnesses to an incident or offense, questioning appropriate persons, collecting evidence, and photographing the scene. A police officer will determine, based upon the information developed through investigation, and through a review of the law, if a criminal charge is appropriate. Depending on the nature of the crime, you may be advised to fill out an application for statement of charges with a Court Commissioner, who will decide if a criminal charge is appropriate. A UMBC Police Officer may provide assistance in directing you to the Court, and to the Court Commissioner to initiate this process. UMBC Police may file a Statement of Charges with a Court Commissioner based upon the seriousness and complexity of the offense, with supervisory guidance. An **Arrest Warrant or Criminal Summons** may be issued by the Court Commissioner based upon a finding of adequate probable cause. UMBC Police serve both Arrest Warrants and Criminal Summonses forwarded from the Courts for cases initiated within the UMBC community or for cases from allied police agencies when appropriate. For additional information about the Code of Student Conduct please refer to Student Judicial Programs.

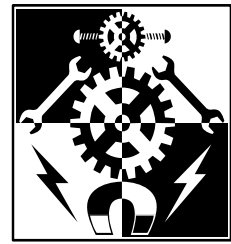
### FEDERAL, STATE and LOCAL LAW ENFORCEMENT COMMUNICATIONS:

UMBC Police maintain open lines of communications with allied law enforcement agencies from around the country via the National Law Enforcement Teletype System 24/7, and receive daily teletype communications of a law enforcement nature that are relayed to officers on patrol each shift, around the clock, as applicable to their jurisdiction or jurisdictions surrounding UMBC.

Additionally, UMBC Police receive daily reports from the Maryland Center for Analysis and Coordination, a clearing house for local, state and national intelligence information related to suspicious or criminal activity both local and national, as well as reports related to potential suspected terrorist threats or activities, MCAC is staffed by Federal, State and local law enforcement personnel from the State of Maryland and coordinates law enforcement sensitive information with Federal, State and local law enforcement around the country. This information is reviewed daily for the safety of the University community and is made available to UMBC Police Officers every shift, around the clock, as applicable to their jurisdiction or jurisdictions surrounding UMBC.

Other information concerning services provided by the UMBC Police Department may be found on the UMBC Police Web Page at [www.umbc.edu/police/](http://www.umbc.edu/police/).

## UMBC FACILITIES MANAGEMENT



The Department of Facilities Management is dedicated to planning, maintaining and improving campus facilities, as well as nurturing a positive working relationship between our staff and the campus community to promote an environment for success! The department consists of these major service areas:

**PLANNING AND CONSTRUCTION SERVICES:** Charged with the coordination of all efforts for new building construction and renovation to university spaces and infrastructure. Planning and Construction Services also compiles data to support campus capital planning and coordinates with the Department of Budget and Management and University System of Maryland. In response to these combined responsibilities, this unit plays a primary role in the evaluation of project needs while developing strategies to accommodate needs with available resources. Associated efforts include review and analysis of departmental program requirements, development of facility programs, coordination of architectural and engineering design services, and monitoring contractor activity during construction. Planning and Construction Services also provides ancillary services such as cost estimates, project schedules, and equipment lists in response to requests submitted by various departments. Requests for these services can be made by calling x 55664.

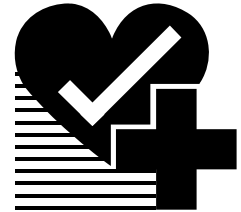
**OPERATIONS AND MAINTENANCE:** The largest area of service in Facilities Management, Operations and Maintenance works closely with the campus community to provide efficient and effective building services. This division is responsible for the maintenance and repair of plumbing, HVAC systems, steam, key control, painting, signage, electricity and Food Services' appliances. All maintenance and repair of existing facilities is controlled and coordinated through the Work Control call center, which is in operation 24/7. Assistance can be obtained by calling ext. 52550, or on the web at [www.umbc.edu/fm](http://www.umbc.edu/fm).

**LANDSCAPE AND GROUNDS:** The grounds and landscaping crews are responsible for maintaining over 400 of the 630 acres developed by UMBC, which includes snow removal, recycling and solid waste removal. A substantial percentage of acreage maintained by the crews are considered high profile areas that are extensively landscaped to provide a healthy and pleasing environment within the academic setting. The Landscape and Grounds department also manages one-third of the greenhouse facility where 95% of the annuals and plant materials used for special events, interior and ornamental arrangements, and the general terrain of the campus, are propagated.

**CONTRACTUAL AND FLEET SERVICES:** Contractual Services manages the custodial contracts (general cleaning of the entire UMBC campus), the extermination program (treatment of campus buildings and grounds to maintain control of pests and small animals for the general welfare of the community), and the Student Work Force (setting up and breaking down events on campus, rearranging offices and moving furniture out of departmental offices). Requests for services in any of these areas can be made by calling ext. 52550, or on the web at [www.umbc.edu/fm](http://www.umbc.edu/fm). Fleet Services provides vehicle maintenance, repair and rental services, as well as general fleet inventory management. More information can be found on the web at [www.umbc.edu/fm](http://www.umbc.edu/fm).

**BUSINESS SERVICES:** Business Services is responsible for the day-to-day fiscal administration of the Facilities Management department, providing services in budget development, financial management, procurement, accounting, position management and payroll processing.

**The staff of the Facilities Management department is available between the hours of 7:30 a.m. and 4:00 p.m. Simply call x 52550 and your call will be directed appropriately.**



## ENVIRONMENTAL SAFETY AND HEALTH

The Office of Environmental Safety and Health is responsible for the Management of environmental health and safety at UMBC. This includes:

- Developing and implementing campus safety programs and procedures in accordance with the Occupational Safety & Health Administration (OSHA) guidelines;
- Developing procedures for the reporting of injuries and/or hazardous conditions on campus;
- Removing and repairing safety/health hazards and responding to individual/community concerns regarding the same;
- Developing and implementing fire protection and asbestos/lead abatement programs;
- Investigating reports of injuries to employees and ensuring the appropriate referral for medical treatment (if necessary);
- Assisting with the development of training programs to include blood borne pathogens, fire prevention, emergency response, etc.
- Reporting personal injury, property damage, and vehicle accident claims to the Insurance Division of the State Treasurer's Office; and
- Reporting work-related injury claims to the Injured Worker's Insurance Fund (Worker's Compensation).

**To report any work related injury or safety/health hazard, contact the Office of Environmental Safety and Health at 455-2918.**

## UMBC PROCUREMENT DEPARTMENT

In accordance with University System of Maryland, Procurement Policies and Procedures, the Department of Procurement has the sole responsibility for the procurement of all commodities, supplies, equipment and services for the campus. Their purpose is to provide service to the campus community on matters relating to the location and development of sources of supply, developing specifications for the purchase of equipment, soliciting bids, quotations and proposals, negotiating contracts, and interacting with vendors on behalf of the campus departments. Some procurement authority has been delegated directly to the campus departments through the use of State procurement VISA cards in accordance with the policies and has been established for their use.



Departments are not authorized to sign any contracts, enter into any agreements or make any commitments with regard to the procurement of commodities, supplies, equipment or services which are binding to the University in any way.

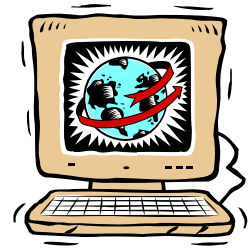
**To obtain more information, contact Procurement on ext. 52273 or visit the web site at: [www.umbc.edu/adminaffairs/procurement](http://www.umbc.edu/adminaffairs/procurement).**



## ALBIN O. KUHN LIBRARY & GALLERY

The following is a brief summary of the resources and services available to you to support teaching, research and library use, along with phone numbers. See the Library Home Page ([www.umbc.edu/library](http://www.umbc.edu/library)) for additional information, especially on connecting from home.

- **GENERAL INFORMATION:** Library resources and services for UMBC are located in the Albin O. Kuhn Library & Gallery. Normal hours during the Fall and Spring semesters are Monday through Thursday, 8 a.m. - 12 p.m., Friday 8 a.m. - 6 p.m., Saturday 10 a.m. - 6 p.m., and Sunday noon - midnight. See the Library Home Page ([www.umbc.edu/library](http://www.umbc.edu/library)) or call 410-455-2233 for current schedule of hours.
- **ONLINE CATALOG:** The Online Catalog of the University System of Maryland and Affiliated Institutions (USMAI) allows you to check the online catalog for information about materials owned by UMBC and other libraries in the UMS, Morgan State University and St. Mary's College of Maryland, as well as place hold/recall on materials from any of these libraries. See the Library Home Page for connection options. Call x52232 for assistance.
- **CIRCULATION:** Allows faculty and staff to borrow books and other materials at any USMAI Library. Simply present your Faculty/Staff ID card. Call x52354 or check Library Home Page.
- **RESERVES:** Course reserve lists are available in the Library and on the Internet. Call x52354 or check Library Home Page.
- **REFERENCE SERVICES/GOVERNMENT DOCUMENTS:** Ask here for help or instruction with the use of the Library, its resources, or difficult information gathering problems; to schedule a class or personal instruction in the use of databases, the Internet and printed resources; Reference Department keeps microforms of government documents, including resources used for genealogy, and reference materials (call x52232).
- **SERIALS:** Contains over 4,200 subscriptions of journals and newspapers arranged alphabetically by title, as well as microform collections, located on the 2nd floor of the Library. Call x52343 or check Library Home Page.
- **INTERNET WORKSTATIONS:** Internet connected workstations are available for users throughout the building. Online resources are also available to faculty and staff at home.
- **PHOTOCOPYING SERVICES:** Copiers, using campus cards, as well as stations for adding cash to campus cards, are located in the Library on the first and second floors. Drop-off services are available for additional cost; inquire at Circulation Desk. Call x52354 or check Library Home Page.
- **INTERLIBRARY LOAN:** Obtain copies of journal articles that are not owned by UMBC and books that are not owned by any of the USMAI libraries through this unit. Call x52234 or check Library Home Page for further information.
- **COLLECTION MANAGEMENT:** Order materials and select approval books. Faculty liaisons from each department work with Collection Management to expend departmental material budgets. The Library accepts gift donations of books, textbooks, some journals, CD=s, CD-ROMs, sound recordings, videos and material in other formats. Call x52341 or check Library Home Page.
- **LIBRARY MEDIA:** Contains audio and video recordings (including videos of faculty lectures), and other media materials. Call x52332 or check Library Home Page to obtain further details.
- **SPECIAL COLLECTIONS:** More than 1.5 million photographs plus rare books, university and scientific association archives; collection strengths in photography, popular culture, science fiction, Marylandia, etc. Contact x52353 or check Library Home Page.
- **GALLERY:** Bring classes to Gallery anytime it is open to view exhibitions. Call x52270 or check Library Home Page for hours.
- The Atrium and Building Lounge are open at all times, with food and vending services. The coffee, cappuccino and pastry bar located in the Library Atrium is open during Fall and Spring semesters.



## OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology (OIT) offers employees the opportunity to receive on-line network services including, but not limited to, set up of local area networks (LAN) and departmental Web-sites. Services also include, but are not limited to:

- Computer hardware set-up
  - E-mail and network user accounts, dial up support
  - PC and Mac consulting
  - Training in software applications, the Internet, and on-line pedagogy
  - New media development (e.g., Web, CD-ROM, streaming video and audio)
  - Classroom technologies (audio visual services)
  - USM Distance Education Network
  - Application development for key campus systems
  - Network infrastructure and high-end computing for research
- 
- OIT Staff provide prompt response to service calls and will assist departments/staff with warranty and maintenance agreements for computers.
- 
- For more information regarding the OIT, contact x53208; or for network or computer problems, contact the Help Desk at x53838. OIT also has a web site which can be accessed at [www.umbc.edu/oit](http://www.umbc.edu/oit).

## COMMUNICATIONS

### **UMBC Homepage**

[www.umbc.edu](http://www.umbc.edu)

### **About UMBC/Visitors Guide**

[www.umbc.edu/AboutUMBC](http://www.umbc.edu/AboutUMBC)

Learn more about UMBC and its achievements. The site also includes a Visitor's Guide with a campus map and other important information.

### **Centered on Success – Supporting Success at UMBC**

[www.umbc.edu/undergrad\\_ed/retention/centeredonsuccess.pdf](http://www.umbc.edu/undergrad_ed/retention/centeredonsuccess.pdf)

to support success and retention of student, faculty, & Staff.

### **The Campaign for UMBC**

[www.umbc.edu/exceptional](http://www.umbc.edu/exceptional)

UMBC's \$100-million capital campaign seeks endowment gifts, grants and gifts-in-kind to provide a critical margin of excellence to academic initiatives strategically important to the development of the University, the region and the nation.

### **UMBC Research**

[www.umbc.edu/research](http://www.umbc.edu/research)

Faculty and student research news and resources, and a calendar of research-related events.

### **Retriever Net**

[www.umbc.edu/Alumni](http://www.umbc.edu/Alumni)

UMBC's online alumni community. Alumni news, events and more.

### **Undergraduate Admissions**

[www.umbc.edu/undergrad](http://www.umbc.edu/undergrad)

Information for prospective undergraduate students.

### **Graduate School**

[www.umbc.edu/gradschool](http://www.umbc.edu/gradschool)

Information for prospective and current UMBC graduate students.

### **Continuing and Professional Studies**

[www.cps.umbc.edu](http://www.cps.umbc.edu)

Continuing and Professional Studies offers individuals and organizations customized, high-quality, credit and non-credit certificate, training and graduate degree programs that reflect the values of a major research university and the performance of a private company.

## **Internal Communications**

### **Insights Weekly and Campus Announcements**

Insights Weekly is a weekly email newsletter with news and events for faculty and staff. Subscribers occasionally receive separate announcements with news from UMBC's president, provost and vice presidents and emergency information. Sign up by logging in to <http://lists.umbc.edu> and search for umbc-announce. Submission guidelines in each issue.

### **myUMBC**

Visit <http://my.umbc.edu> for events, announcements and features of interest to the campus. A faculty/staff page will be online later in 2007.

### **Inclement Weather Policy**

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

All faculty and staff should be familiar with the University's communication about inclement weather delays and closings.

### **inet**

Events, news and announcements posted on screens in The Commons. For information on submitting information, go to

<http://www.umbc.edu/thecommons/commonvision/inet.pdf>

## **Events Calendars**

### **UMBC Events**

[www.umbc.edu/calendar](http://www.umbc.edu/calendar)

A selected list of campus event highlights. Users can also click on events to see the entire campus calendar.

### **Arts and Culture Calendar**

[www.umbc.edu/arts](http://www.umbc.edu/arts)

Information on visual and performing arts events at UMBC, and links to the University's Humanities and Social Sciences Forums.

### **Athletics Calendar**

[www.umbcretrievers.com](http://www.umbcretrievers.com)

Athletics and recreation news and event information.

## CAMPUS CARD

UNIVERSITY CENTER FIRST FLOOR  
MONDAY – FRIDAY <> 8 AM – 4 PM  
CAMPUS EXTENSION: C-CARD (22273)  
campuscard@umbc.edu

### OVERVIEW

The UMBC *Campus Card* is an integral part of campus life. It is the instrument that establishes your identity at UMBC, gives access to various services such as the Library and RAC, opens doors as part of access control and, with the depositing of funds, buys services and merchandise both on campus and at participating stores in the surrounding communities.

### YOUR CAMPUS IDENTITY

The basic role of *The Card* is to establish your identity as a member of the UMBC community. The danger of “identity thief” in today’s world can not be overstated and, as such, *The Card* has been designed to assure that your identity is kept safe. Below your image and name on the card is a randomly assign alpha-numeric identifier that is unique to you and links you to the campus system. Access to that system is restricted and subject to the most stringent safeguards available from the campus Office of Information Technology. Should you lose, misplace or suspect that your card has been compromised, it is essential to deactivate it as soon as possible, particularly if you have deposited funds to your card account. During regular business hours, come to or call the Campus Card Office. At any time, you may logon to *MyUMBC* and deactivate your card under the Business Services tab, Electronic Payments and Campus Card header, manage Campus Card option. If time or circumstances make neither of the above actions practical, call the Campus Police, extension 55555, and ask them to deactivate your card. After deactivation, it will be necessary to visit the Campus Card Office to get a new card, or reactivate a found “lost” card.

### CASHLESS SALES

Probably the most versatile function of *The Card* is the debit application. Using the “prepaid” capability of *The Card*, you can deposit money to your card account and have a convenient, easy, quick way to pay for services and merchandise around campus without carrying cash. Most UMBC operations accept *The Card*, including all food facilities, most vending machines, the Library and the Bookstore. Some services, such as Pay-for-Print, and some facilities, such as The Comm\_Store, only accept *The Card* as they are cashless operations. Local merchants are beginning to join our program and using your card at them is a great way of showing your support for UMBC and enjoying the convenience of card use, which includes cashless purchasing, no fees and readily available activity itemization. Within the surrounding communities, *The Card* is accepted at places such as Sorrento of Arbutus, Paul’s Restaurant, Subway (Arbutus), Jamaican Me Tan and G.L. Shacks Restaurant (Catonsville). The most common method for depositing funds to a card account is through the Cash-to-Card machines located around campus. They are available 24 hours a day and can be found in the Library, Commons, ECS Building and University Center. A credit card may also be used to transfer funds to *The Card* at *MyUMBC* under the Business Services tab, Electronic Payments and Campus Card header, manage Campus Card option. There is a small “convenience fee” associated with the Web based transaction. There is no fee, however, associated with any type of deposit made to *The Card* at the campus cashier’s window in Accounting. Using the Card is convenient, offers a number of benefits to the user and is supportive of UMBC.

## **VOICE APPLICATIONS**

**UNIVERSITY CENTER FIRST FLOOR  
MONDAY – FRIDAY <> 8 AM – 4 PM  
CAMPUS EXTENSION: 52100  
voicemail@umbc.edu**

### **OVERVIEW**

The Communications Services Applications Unit is responsible for voice services including PhoneMail, Call Processing, telephone features, CDR (call billing) and user training. The campus voice systems offer an extensive variety of features and capabilities designed to assist the user. Applications staff will work with individuals or groups to see that all needs are served. A direct email link to the staff is available at [voicemail@umbc.edu](mailto:voicemail@umbc.edu).

### **PHONEMAIL**

A popular and widely used campus application is voicemail. With a PhoneMail box in place, calls automatically go to the mailbox if the line is in use or not answered. If desired, a subscriber may also activate PhoneMail for immediate answering. There is a visual indicator, a LED marked MSGWT, on the phone, as well as an audio indicator, broken dial tone on the line, to signal the presence of new messages. A PhoneMail box may be shared among users since it can hold up to six extensions, but it must be noted that only one entry password is allowed. The security of a mailbox is the user's responsibility and appropriate care should be exercised in setting and maintaining a confidential password. A system security feature "locks" the mailbox should multiple attempts be made to enter it with an incorrect password. The message, "your mailbox is protected", indicates that this has happened and it will be necessary to call Applications to have the box "unlocked". The PhoneMail System is designed as an answering and information exchange application. It is most important not to use it as a long-term storage medium. PhoneMail sessions should always be completed by entering \*76. Calling Processing is a special application that allows users to set up menu and information boxes to assist callers with routine inquiries and offer greater caller interaction and routing capabilities.

### **PHONE FEATURES**

Campus digital telephones (ROLMphones) are versatile instruments offering dozens of features and various capabilities to support general and specific needs in the daily work environment. Users are encouraged to review the provided telephone use information, or call Applications with specific questions, to take advantage of the phone system's capabilities.

### **CALL DETAIL RECORDING**

Telephones 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. Summary and detail call information for every UMBC extension is collected by campus software and provided to each department on a monthly basis. For those having display phones, Call-ID exists for inbound calls.

## UMBC TELECOMMUNICATIONS

**CENTRAL PLANT BUILDING**  
**MONDAY – FRIDAY <> 8 AM – 4:30 PM**  
**CAMPUS EXTENSION: 54357**  
***phoneservice@umbc.edu***

### OVERVIEW

UMBC maintains its own voice network and provides full service dial tone to the desktop on campus equipment. Every employee has some type of digital telephone instrument, collectively referred to as ROLM phones. All installations, wiring and maintenance are handled in-house and a direct email link to the staff is available at [phoneservice@umbc.edu](mailto:phoneservice@umbc.edu).

### UMBC TELEPHONES

There are numerous models of ROLMphones in use on campus and, typically, the model name and number is listed on the underside of the phone. The instruments plug into wall outlets which, if accessible, are usually tagged with an alpha/numeric identifier. In the typical UMBC wiring configuration, a wall jack has two voice outlets on top and one or two data outlets on the bottom. Digital voice lines are typically placed in the left insert and analog lines, if present for fax or special applications, in the right (when facing the wall outlet). Phone requests or troubles should be sent to the above noted email address or, if more appropriate, called into 5-HELP (54357). Discussion of options or the need for training and reference materials are readily available and should be made to the Applications Unit at extension 52100

### UMBC TELEPHONE NUMBERS

A common source of initial confusion among users is the presence of DID and phantom telephone numbers. DID stands for "Direct Inward Dial" and is the kind of number that can be "dialed into" from an off-campus location. Phantom numbers exist in the campus system and can be used to make calls, but can not be reached from the outside and, accordingly, should never be published or given out for external use. Many campus multi-line instruments have a phantom number as the primary line (the line that is active when the handset is lifted) so that the DID line is never busy when an outbound call is in progress. All UMBC telephone numbers are 5 digits and use two different Catonsville exchanges: (410)-455 and (443)-612, as well as, an Arbutus exchange, (443)-543 for the South Campus. The campus extension includes the last digit of the exchange, 410-455; 443-612; 443-543. Remember, even though phantom numbers are 5 digits and begin with a 5, only DID numbers can be dialed into from the outside using these exchanges. While there are 15,069 of these, they fall mostly into larger ranges, specifically: **410-455**: 1000-3999, 5500-5999, 6230-6277, 6279-6399, 6421, 6500-6599, 6700-6899, 8000-8199, 8400-8499, 8600-8999; **443-612**: 0000-1211, 1213-1399, 1500-8999; **443-543**: 3500-3999, 5000-5999.

Internal on-campus dialing should always be done using the five-digit campus extension. Loop back dialing - calling out with a "9" to come back in using the 410-455 or 443-612 exchanges - is not permitted and attempted calls of this type will produce an error tone. Long distance (1+) calls require the entry of a Force Authorization Code (FAC) number obtainable through your department FAC coordinator.

## **THE COMM\_STORE**

**UNIVERSITY CENTER FIRST FLOOR  
MONDAY – FRIDAY <> 8 AM – 4 PM  
CAMPUS EXTENSION: 22222**

### **OVERVIEW**

While UMBC Mail Services handles the postal needs of campus departments, individuals have access to United States Postal Service (USPS) mailing services and Federal Express (FedEx) shipping resources through The Comm\_Store. Sales are cashless with purchases made using the Campus Card. All USPS services, except money orders and passport photos, are available.

### **POSTAL COUNTER**

Any type of mailing can be accommodated, metered and delivered to the USPS Post Office. Options can be discussed to assure the best mailing choice with respect to speed and cost. A full range of offerings, such as Priority and Express Mail, as well as services, such as certified, registered, return receipt and insured mail are readily available. Items brought to the counter by 4 PM will be taken to the Post Office that same day.

### **STAMPS AND MAILING SUPPLIES**

Stamps, in any denomination or quantity, are typically available over the counter with a wide selection offered for those looking for a bit of variety or fun in posting their letters. With respect to supplies, most anything mailing related is available for purchase. This includes a wide variety of standard envelopes (padded, tyvek, cushion, Kraft, #10) and specialized mailers (CD, AV, tubes, flats, boxes) in various sizes. A full range of USPS Priority and Express packaging is also stocked and available at no charge to the user.

### **SHIPPING CENTER**

Most shipping needs can be accommodated. A full selection of USPS offerings is available from overnight Express mail to economical Parcel Post. Both domestic and international mailings are handled. For those seeking a carrier service, FedEx services are available for domestic shipping. FedEx offers a variety of options including one, two and three (Express Saver) day delivery, as well as, the very economical Ground and Home Delivery offerings. If you wish to package your item in the store, a wide selection of boxes is available along with a variety of packing materials to protect your shipment. The right box, packing and labeling are the best ways to issue a safe, on time delivery of your item. Everything needed for such is available at very reasonable prices.

### **NOTARY PUBLIC**

Various convenience services designed for use by our student community are also available in The Comm\_Store. These include fax send/receive, copying and Personal Mail Boxes, as well as, access to a scanner, color printer and typewriter. One service that has proven of particular interest to faculty/staff is the availability of a Notary Public at a low flat rate fee.

**CAMPUS POSTAL SERVICES  
UNIVERSITY CENTER FIRST FLOOR  
MONDAY – FRIDAY <> 8 AM – 4 PM  
CAMPUS EXTENSION: 52280**

**OVERVIEW**

The University's interaction with the United States Postal Service (USPS) is managed by UMBC Mail Services. Mailed items, sent or received, pass through the Mail Room on a daily basis. Courier services, such as FedEx and UPS, deliver directly to departments and have no involvement with campus mail operations. Campus postal staff will readily assist with any postal need or question and all requests should be made to the staff at campus extension 52280.

**DEPARTMENTAL MAIL DROPS**

All campus departments have a designated mail drop/pickup location. In some cases, this may be shared by multiple departments. It is essential that all out bound mail be clearly identified as to the sending department. Unidentified mail can not be posted as it must be associated with a campus account. A summary of charges is proved to each department on a monthly basis.

**UMBC ADDRESS**

The campus address is 1000 Hilltop Circle. UMBC has a unique zip code, **21250**, and this should be used on all correspondence. It is essential that the department name always be included as part of the address on all inbound mail since this is the sort field used for delivery. Individual faculty and staff names are not maintained and while every effort is made to delivery every item received, incomplete addressing can result in excessive delays or return to sender situations.

**CAMPUS SECURITY & ACCESS CONTROL  
CENTRAL PLANT BUILDING  
MONDAY – FRIDAY <> 8 AM – 4:00 PM  
CAMPUS EXTENSION: 53970  
*campussecurity@umbc.edu***

**OVERVIEW**

UMBC maintains a central alarm (DMP) and access control (Lenel) systems. Some departments utilize one or both of these applications. Typically, there is a keypad in place at entry points for arming/disarming secured areas and a card swipe for access controlled areas. Entry into alarmed areas should be avoided as the Campus Police will respond to the intrusion alarm. Questions concerning any of these systems should initially be referred to the departmental coordinator. Campus security staff will assist with any issue that may

arise and questions or requests may be directed to the above noted campus telephone number or email address.

DEPARTMENT OF COMMUNICATIONS SERVICES  
Telecom <> Campus Card <> Comm\_Store <> Mail Services <> Central Alarm & Access

### **FREQUENTLY USED TELEPHONE FEATURES**

**Automatic Camp-on** - If you remain on a busy campus line, the call will automatically ring through when the called number is no longer busy. The busy signal becomes silent after 5 seconds or changes to a "fast busy" if someone else has already "camped on" to that line – a condition that prevents you from doing so. This feature does not work with off-campus calls. When a caller camps on to a busy extension, the person on that extension will hear a beep and the call waiting light on the lower left of the key pad will blink. In this situation, the called party could use the connect feature to toggle between the two calls.

**Camp-on** - Unlike automatic camp-on which requires you to remain off-hook, pressing this button enables the feature and allows you to hang-up the phone. When the called number becomes available, your phone will ring and upon picking up the handset, your call will go through and ring the called party.

**Conference** - Conference allows up to eight parties (two of which may be external calls) to be in the same conversation. To use this feature get the first party on the line, press the FLASH button to get a dial tone, get the next party on the line and press the CONF button (or FLASH \*4) to add the person to the other parties on the conference. If a busy signal or ring-no-answer is encountered, the CONNECT button (or FLASH \*1) will reconnect you to the conference. To drop the last party added (helpful if a busy or ringing number is inadvertently added to the conversation), use FLASH \*\*4.

**Connect** - This feature allows you to accept a call that has camped-on to your extension, reconnect to an unsuccessfully transferred call or to alternate between an ongoing call and a second call placed using the FLASH feature. To use this feature press the CONNECT button (or FLASH \*1).

**Direct call pick-up** - A ringing line on another phone can be "pulled" to your line by using this feature. To answer the ringing line, get dial tone on your phone, press the PICK button (or enter \*3) and enter the extension that is ringing. This feature can also be used to pick-up a call that has been placed on hold at another extension.

**Group pick-up** – Comm\_Serve can program a pick group for the extensions in your area so that pressing the PICK button twice pulls any ring extension defined in the pick group to your line. Please contact the Applications Unit at ext 52100 for information.

**Flash** - This feature places any call on temporary hold so that you may dial a second number or enter a feature code. A secondary high pitch holding tone will be heard when FLASH is activated.

**Hold** - Hold allows you to temporarily hang up a line without disconnecting the call. ROLMphones activate this feature by pressing the HOLD button and allow you to reconnect to the call by touching the line button.

**Internal Call Forwarding** - You may choose to temporarily send all your calls to another campus extension. Any call to a forwarded extension will ring at the forwarded number and not at the extension that has been forwarded. On the ROLMphone, the line light will flicker when it is in a forwarded state. An extension that is forwarded can still make calls, but will never receive calls until the forwarding has been canceled. To use this

feature, get dial tone, press the FORWD button (or enter #9), dial the extension to receive your calls and hang up. To cancel this feature, get dial tone, press the FORWD button (or enter ##9) and hang up. Forwarding will be canceled if the forwarded extension is called from the extension to which it is forwarded.

**Line button** - Dial tone may be activated by touching the line button next to the listed extension number or by picking up the handset. By using the speaker, dialing may be accomplished without lifting the handset. While most ROLMphone models allow hands-free conversation through a built in microphone/speaker, please note that the ROLMphone 120 does not contain a microphone so the called party may only be spoken to through the handset. When answering a call do not press the line button after picking up the handset, as this will disconnect the call.

**Message Waiting** - PhoneMail subscribers are alerted to new messages in their mailbox by a broken dial tone and by a flashing MSGWT button. The message-waiting indicator does not interfere with the functioning of the phone and will stop after the new messages have been retrieved.

**Ringling** - On campus calls have a single ring. Calls from off-campus have a double ring. The ROLMphone can have eight separate ringing tones. To set one, get dial tone, enter \*572, enter digits 1 through 8 until the desired tone is found and hang up.

**Save & Repeat** - The dialed number on busy or ring-no-answer calls may be saved for later re-dialing. To save a number, press SAVE/RPT button (or enter FLASH #4). To redial the number, get dial tone and press the SAVE/RPT button (or enter #7).

**Speed Dial** - Up to ten telephone numbers may be stored for automatic dialing. To setup this auto-dial feature, get dial tone, press the STA SPD button twice (or key in ##3), enter a reference code (numeric keys 0 through 9), enter the desired number as you would normally dial and hang up. To place a call using a stored number, get dial tone, press the STA SPD button (or enter #3) and enter the reference code (0 through 9). The call will automatically be placed. Note: Programming the "0" key with the PhoneMail direct access number will automatically dial into PhoneMail when the Message Waiting button is pressed.

**Transfer** - This feature is used to transfer a call to another extension. To use, press the TRANSFER button (or FLASH\*7), dial the desired number, announce the caller and hang up. If the transfer cannot be completed, use the CONNECT button (or FLASH\*1) to reconnect with the caller.

**Volume** - These two buttons allow you to temporarily raise and lower the volume of the call in progress.

## **BASIC PHONEMAIL FEATURES**

**ACCESSING PHONEMAIL** - The PhoneMail System is "dialed into" using a telephone extension called the SUBSCRIBER ACCESS NUMBER. As there are actually three separate voice processors (nodes) serving campus operations, this number differs depending on the node. If not known, the Comm\_Serve Applications Unit, ext 52100, will check for you and verify if it is 51111, 51121 or 51131.. These numbers are DID extensions and may be accessed from outside campus using "410-455-xxxx" in the same manner as any campus extension. Once entered, the system will request the user's 5-digit extension number. When on campus and calling from the phone with the same number as the mailbox, the "#" key may be used as a shortcut.

**DEFAULT PASSWORD** - All mailboxes start off with the password "111" (three ones). This must be used to initially enter the mailbox. You will not be allowed to enter your box until you enter a new password [option 9, 3]. You must choose a number between 3 and 24 digits long. For security, multiple incorrect entries will "lock

up” the mail box and requires a call to the Comm\_Serve Applications Unit to reset the box and/or the password back to the default “111”.

**PERSONAL GREETING** - Until changed, the system will point out that a personal greeting must be recorded. This feature (accessed by choosing option 8, 1), allows the recording of the personal message that a caller will hear when their call is answered by your mailbox. There are actually 2 sets of greetings that may be recorded, regular and alternate. In the regular greeting set, a separate message may be recorded for a busy condition and for a ring-no-answer condition. The alternate greeting allows only one recording that will be played to the caller under all conditions. The system offers ample prompting to help with this process.

**PERSONAL NAME** - This feature allows the recording of a unique name that will be associated with the mailbox [option 8,4]. Typically, it is the person’s name. This recording is used as the header for messages and the title of the mailbox.

## FREQUENTLY USED MAILBOX OPTIONS

### BASIC MENU CHOICES [Home State]

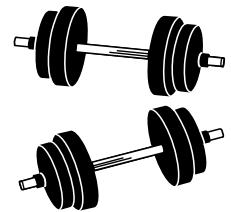
- 3** LISTEN ..... Listen to Messages, Temporary Storage, Answer, Forward
- 1** RECORD ..... Send Messages, Delivery Options
- 8** ANSWERING....Personal Greetings, Answering (accept/reject), Referral Extension, Record a Name
- 9** MAILBOX..... Distribution Lists, Prompt Level, Password, Out-calling, Playback
- 7** TRANSFER..... Transfer out, Disconnect
- 0** HELP..... Help

### LISTEN FEATURE CODES [Option 3]

- |                                       |  |
|---------------------------------------|--|
| <b>*</b> - Pause key:                 | <b>*3</b> - Stop, skip message header      |
| <b>#</b> - Enter key                  | <b>*6</b> - Stop, Delete message           |
| <b>5</b> - Increase volume            | <b>*4</b> - Stop, Save message             |
| <b>7</b> - Decrease speed             | <b>*72</b> - Stop, skip to previous header |
| <b>8</b> - Decrease volume            | <b>*73</b> - Replay whole message          |
| <b>9</b> - Increase speed             | <b>*76</b> - Stop, end PhoneMail session   |
| <b>*2</b> - Stop, skip to next header | <b>*78</b> - Replay last several words     |

### CALLER FEATURE CODES

- |  |  |
|--|--|
| <b>1</b> - Skip personal greeting                            | <b>*#3</b> - Mark message urgent       |
| <b>0#</b> - Transfer to personal referral extension          | <b>*6#</b> - Cancel message, erase     |
| <b>#1</b> - Camp on a busy line after PhoneMail has answered | <b>*61</b> - Cancel message, re-record |



## PHYSICAL EDUCATION/ATHLETICS

UMBC has opened a new recreational facility, the Retriever Activities Center (RAC). The facility is equipped with state-of-the-art exercise and fitness machines (Stair Steppers, Stair Masters, Treadmills, Rowers, Stationary Cycles, free weights, selectorized "Body Master" equipment, etc.). The Center also includes indoor and outdoor swimming pools, indoor track, volleyball and basketball courts, a fitness studio (group fitness classes) and a host of other athletic services. The RAC hours and General Facility Regulations are posted in the Center and listed on the web at [www.umbc.edu/recsports](http://www.umbc.edu/recsports).

Use of the facilities requires the faculty/staff member to present a valid campus ID Card. A modest fee may be charged for use of these facilities.

UMBC sponsors 20 varsity sports at the NCAA Division I level and is a new member of the America East Conference. Faculty and staff pay a reduced ticket price rate for soccer, basketball, and men's lacrosse games with a valid UMBC ID. All other home events are free. Season tickets for certain sports are also available. For a complete listing of Retriever athletic events, log onto the website at [www.umbcretrievers.com](http://www.umbcretrievers.com).



## THE COMMONS

The Commons integrates all aspects of university life by serving as the principal gathering place for the campus community. The Commons is the perfect place to catch up with friends, meet with study groups, or just gather between classes. The services and programs offered in The Commons promote individual development, responsibility and social competency; augment the academic process; celebrate the diversity of our student body; emphasize excellence of service to the campus and community; and enhance campus life and school spirit through cooperative participation and collaboration.

The Plaza, between The Commons and outdoor pool, offers a great place to hang out, have a bite to eat or just relax! Main Street, Market Street and lounge areas are primary indoor meeting spots for students touching base with friends, clubs advertising events and service organizations recruiting volunteers. Special events occur in these areas throughout the year and external vendors use the areas to bring information and products to the UMBC community.

### **The Facility**

The Commons is a 143,000 sq. ft. high-tech/wireless facility which houses a restaurant, 8 meeting rooms, the Campus Information Center, Market Street food court, a game room, commonvision and the Cabaret. Additionally, The Vice President for Student Affairs, Office of Student Life, Commons Administration, and Off Campus Student Services are located within the facility. The Student Events Board (SEB), the Student Government Association (SGA) and the Graduate Student Association (GSA) also have offices in The Commons and student organizations have multiple work, storage and meeting spaces.

Additionally, the following areas exist in The Commons and offer a wide range of services to meet your needs:

### **Information Center**

The Information Center (IC), in the lobby, is the first place to go with questions. The IC maintains information on campus activities, transportation, campus programs, services and directories, and The Commons operating schedule. Laptops for use within The Commons may be checked out. UMBC *Transit*, *Wave 'N Ride* hospitality van, MTA schedules, local maps, calendars of events and other general information materials are available. All major events and many student event tickets are sold at the IC where cash and general fund dollars can be used. The IC also provides phone operator service to the entire campus as well as other information that is pertinent to the campus community as well as guests.

### **The Gameroom**

One 'hot spot' is the Gameroom. Located on the second floor, this space offers a number of billiards tables as well as board games and multiple large, plasma-screen TVs. Drinks, snacks, and recreational supplies are all also available for purchase.

### **Flat Tuesdays**

Flat Tuesdays @ The Commons provides UMBC community members and guests with a friendly and relaxing environment to interact with each other. Flat Tuesdays is a community space that serves alcoholic beverages to customers that are of a legal drinking age. The hours of operations are Mondays: 8 pm - 11:30 pm; Thursdays: 4 pm - 11:30 pm; and Fridays: 4 pm - 11:30 pm. A variety of entertainment is provided to the customers of Flat Tuesdays throughout the week by The Commons Programming Team. The venue is also available for student organizations and University department events. The staff of Flat Tuesdays is committed to providing alcohol to customers in a safe and responsible way. Flat

Tuesdays collaborates with other University departments to provide alcohol education and awareness to the UMBC community. Flat Tuesdays is decorated around the culture and themes of the city of New Orleans.

The Commons staff has established a partnership with organizations in New Orleans to educate UMBC community members about this special and unique city. For more information about Flat Tuesdays or to discuss hosting a departmental event at Flat Tuesdays, please contact Kyle Carter at [kyle@umbc.edu](mailto:kyle@umbc.edu).

### **Off Campus Student Services**

Commuter needs receive special attention at The Commons. Computers provide access to course schedules, registration information, the Internet and e-mail accounts. Students can reserve rooms for study and group work, or use study carrels before or after classes. Several areas, including the Game Room, provide spots for eating meals brought from home. Ride share, priority parking and emergency locator services ease the challenges of spending significant time away from home.

### **Commonvision**

The Commons' state of the art graphic design and specialty printing center provides: Color/Black & White copies (small quantities – 50 copies or less), Banners/Posters/Flyers, Electronic Advertising, Video Screen design, High quality color laser printing. You can submit your own design or the talented staff at commonvision can design it for you.

Check out our website at [www.umbc.edu/thecommons/services/commonvision](http://www.umbc.edu/thecommons/services/commonvision).

### **Main Street**

Main Street, a 40-foot high, 100-foot long interior walkway, is at the center of The Commons. Here, the campus community has access to an ever-changing variety of information tables, seasonal kiosks, a full-service Chevy Chase Bank, the UMBC Bookstore, and "commonvision". Look on Main Street for the "commonvision" screen, The Commons' newest way to inform you of all that's going on. And, listen and watch for Common Grounds coffeehouse performances at the south entrance to Main Street on the ground floor.

### **Get Connected**

The "wireless" structure of The Commons is state of the art. You can connect to family, friends, instructors and the Internet from anywhere, without a phone line. You can surf the web via a wireless laptop from any corner of the building. Use your UMBC I.D. to check one out at the Information Center.

### **Campus Scheduling and Guest Services**

The goal of the office is to provide the best possible assistance to all groups who choose to hold an event on the UMBC campus, whether they are an on campus department, student organization or off campus client. Once initial contact has been made to our office, the Campus Scheduling and Guest Services staff will assist you with room selection, reservation forms and/or contracting for your event. The Campus Scheduling and Guest Services office will assist the event sponsor by making the arrangements for contract clients and guiding campus clients to the appropriate on campus service provider.

Billing and insurance questions can also be directed to our office as we will be the primary contact for all services that may require billing for specific events.

Facilities available for rent include The Commons meeting rooms, UC Ballroom and Ballroom lounge, athletic facilities including athletic fields and swimming pools, as well as meeting, seminar and class rooms. Catering is available on campus through the UMBC food service, Wood Dining, Inc.

### **Operations**

The Commons Operations staff provides technical services within The Commons and University Center Third Floor programming spaces. Services include sound reinforcement, staging and lighting for most special events

### **Other Services**

A variety of convenient services are also available at The Commons:

- Market Street, the Retriever Grille and the Skylight Room are venues serviced by Wood Dining Company and offer a variety of food options during various times throughout the day. (See Dining and Food Services)
- Campus event information appears on the various screens located throughout the building, as well as on four electronic information kiosks
- Chevy Chase Bank operates a full-service branch on Main Street next to the bookstore
- Off-Campus Housing resources and priority parking permits are available at Off Campus Student Services, room 309 (See Off-Campus Student Services.)
- Organization mailboxes are located at the Student Involvement Center on The Commons second floor
- Meeting Rooms can be reserved by student organizations by contacting Campus Scheduling, Suite 335.
- The CommonVision Copy Center is located on the first floor next to the bookstore. Entrance is located off of the Main Street Lounge.
- Pay phones, campus phones, public use copiers, and a stamp machine are located throughout the building
- The two-story Bookstore, main entrance on Main Street, provides required and recommended books and supplies for classroom and personal use
- The OTC shop, located on the ground floor next to the Common Grounds lounge, offers sodas and snacks and serves as a convenient store to the campus community

### **University Center**

Meeting and event facilities on the University Center's third floor are available for use by the campus and community agencies. The ballroom and lounge areas provide new, high tech lighting for special events. Recently renovated meeting rooms include two large capacity (125, 200) spaces ideal for small conference groups. The University Center Facilities are reserved through the Campus Scheduling and Guest Services Office, The Commons, Suite 335.

**Campus Information 410-455-1000      Administration 410-455-3454**  
**[www.umbc.edu/thecommons](http://www.umbc.edu/thecommons)**



## DINING AND FOOD SERVICES

It is the philosophy of the campus Food Services Department to be more than just a place to eat. Food is a necessity of life, but at UMBC their aim is to transform a physical requirement into a sensory invitation. The Food Services Department oversees a number of food/dining facilities on campus, including those listed below. More information about all the following options, including locations, menus, and hours, can be found on the Food Services web site at [www.umbc.edu/umbcfood](http://www.umbc.edu/umbcfood). Daily menus can also be obtained by calling Dial-A-Menu at x51200.

- **FAST FOOD AT MARKET STREET AND THE ORIGINAL GRILLE:** Market Street in the Commons contains a wide variety of fast food establishments. The Original Grille is located on the mezzanine level of the Commons, above Market Street.
- **THE SKYLIGHT ROOM:** Located on the top floor of the Commons, The Skylight Room offers sit-down dining for lunch only (hours 11:30 to 1:30 M-F) for one all-you-can-eat price. The menu includes an entrée bar, salad bar, sandwiches, soups, beverages, desserts, and the action station.
- **THE COFFEE SHOPPE:** Muffins, value meal specials, sandwiches made to order and grab and go salads, soup, desserts and beverages (Breakfast and Lunch). Located in the Lobby of the Administration Building.
- **RESIDENT DINING HALL:** In addition to serving the boarding students, casual meals are available to the entire community throughout the semesters. This is an all-you-can-eat facility.

In addition to the above-mentioned dining locations, there is another cafeteria in the Technology Center (South Campus) which is not managed by the Food Services Department. The cafeteria is located on the 3<sup>rd</sup> floor of the Tech Center and offers a variety of food options. The daily menu can be obtained by calling Dial-A-Menu at x51200.

The campus also has convenience store, with pre-packaged snacks and drinks, called the OTC shop. It is located on the ground floor of the Commons.

## OFFICE OF FINANCIAL SERVICES

The primary functions of the Financial Services Division are to provide financial related services to faculty, staff and students and required financial reports to external regulatory bodies of the State and Federal governments.



The Financial Services Division is located on the third and fourth floors of the Administration building. Information on their operations and procedures can be found at the Financial Services Division home page, [www.umbc.edu/accounting](http://www.umbc.edu/accounting). Specific units comprising the Financial Services Division are:

- Student Accounts Receivable
- Accounts Payable
- Travel
- Petty Cash & Working Fund
- Budget
- Bursar
- Cost Accounting
- General Accounting
- Grant Accounting
- Plant Fund & Inventory Accounting
- Student Loans & Miscellaneous Receivables

## **PARKING**

All non-metered parking on campus requires a permit. Faculty/staff and daily permits permit parking on non-gated faculty/staff lots and campus roadways.

### **How to purchase a regular faculty/staff permit:**

#### **Option 1 - Cash Purchase**

Permit may be purchased at the Cashier's Office, 1<sup>st</sup> floor University Center (temporary location) from late August through March. The Cashier's Office will accept cash, check or credit card. From April through early August, a cash sale of a permit is handled by Parking Services, Room 100 Facilities Management Building, with the cost prorated. Parking Services accepts **exact currency or check only**. Permits issued are valid until September 1<sup>st</sup>.

#### **Option 2 – Payroll Deduction Program**

Eligible employees (regular or contingent II, 50% or greater) may participate in the payroll deduction program. This is a pre-tax benefit. Employees may participate by enrolling **within the first two weeks of their hire date** from September through the middle of February or during the open enrollment period in August. Permits obtained through payroll deduction are issued at Parking Services. New employees must provide their eligibility certificate from Human Resources and ID. Parking Services will provide the enrollment form and the permit. Once enrolled in the payroll deduction program, it will continue to roll over each year until the employee returns their permit (and gate card if applicable) and completes a cancellation form.

### **How to purchase daily permits:**

Daily scratch-off permits are offered for sale from Parking Services. Employee must provide ID. Parking Services accepts **exact currency or check only**. An employee may purchase any quantity of daily permits. Daily permits are for sale and use by UMBC employees only.

### **Faculty/Staff Gate Card information:**

UMBC has several gated faculty/staff lots which are restricted to gate card holders. For information and to download the gate card request form to be placed on the gate card list, please go to [www.umbc.edu/parking](http://www.umbc.edu/parking), Faculty & Staff Information.

### **Temporary permits for new employees – regular or contingent II**

Departments may request in writing a two week temporary permit for newly hired regular or contingent II employees. Include the employees name, hire date, and employment category (regular or contingent II) in the request. Please provide 48 hours notice for processing. It is recommended that the new employee obtains the permit from Parking Services where they will receive information on their permit purchasing options and parking information.

### **Campus Rules & Regulations**

The campus Parking Rules & Regulations and the campus map are available online at [www.umbc.edu/parking](http://www.umbc.edu/parking). For any questions or concerns regarding parking, please contact Parking Services at 410 455-2551 (x52551) or by e-mail to [parking@umbc.edu](mailto:parking@umbc.edu).

## Retirement Benefits

### **Maryland State Pension System:**

- 5% pre-tax deduction withheld each paycheck
- 5 years – 100% vested
- Death Benefit (1 Year's Salary)
- Disability Benefits
- After 16 years, Health Benefits can be continued during retirement for employee and spouse with full state subsidy

### **Optional Retirement Plan (ORP):**

- The University contributes 7.25% of employee's salary
- Contribution divided over 20 pay periods per year
- 100% Vested from first day of employment
- Vendors: TIAA-CREF or Fidelity
- After 16 years, Health Benefits can be continued during retirement with full state subsidy for employee ONLY, after 25 years for spouse

### **Supplemental Retirement Annuity (SRA):**

- Any employee is eligible for a SRA
- Maximum \$15,500 in each year per SRA (if 50 years or older, additional \$5,000)
- Very Flexible
- Vendors: PEBSICO/Nationwide, TIAA-CREF, or Fidelity

## **PENSION AND RETIREMENT PROGRAMS**

All Regular non-exempt employees (other than law enforcement officers) are required to join the Maryland State Modified Teachers/Employees Pension System (MSPS) immediately upon employment. Regular law enforcement officers are required to join the Law Enforcement Officers Pension System (LEOPS). Regular Exempt staff and faculty may elect to join either MSPS or the Optional Retirement Program; an election to join the ORP is permanent and irrevocable, while an employee who elects the MSPS may switch to the ORP within 1 year after the initial election. Contingent employees are not eligible to join a retirement program, other than Supplemental Retirement.

### **Maryland State Modified Teachers/Employees Pension System (MSPS)**

The Maryland State Pension System is a **defined benefit plan**. This means that a member qualifies for retirement benefits based upon the member's length of service, and the benefit is pre-determined based on a formula.

- The MSPS includes a mandatory 5% pre-tax deduction withheld from each paycheck of faculty/staff member.
- The University contributes a percentage of the employee's annual salary over 26 pay periods. This percentage fluctuates with each fiscal year. The actual contribution will be reflected on the left hand side of the employee's pay stub.
- The employee becomes vested in the pension system after 5 years of service. If employment is terminated prior to the 5 year period, the member contributions may be refunded, and all service credit will be lost. Should employment terminate after 5 years, service and contributions will be held in abeyance until such time as the faculty/staff member is eligible to retire.
- Employee may retire from State/University service with 30 years service regardless of age; age 62 with 5 years; age 63 with 4 years; age 64 with 3 years; age 65 with 2 years; or early retirement at age 55 with 15 years service.
- MSPS uses two types of service credit in determining benefits. **Eligibility Service** is required to qualify for most benefits. It is earned at the rate of one full year of eligibility service in each fiscal year that a member works a minimum of 500 hours (excluding overtime). **Creditable Service** is credit used to calculate the actual dollar amount of any benefit. It is based on the number of months worked and is determined by comparing the normal hours worked during the fiscal year to the standard hours for the member's position.
- The Pension System provides a monthly retirement annuity (the actual amount of benefits is determined using a formula which uses years of service and the employee's average final salary as prime factors), death benefit (one lump sum of annual salary to designated beneficiary, or accumulated contributions + interest if employed less than 1 year), disability benefits, and compound cost of living adjustments after retirement (limited to 3%).
- Members of MSPS may apply unused sick leave to additional retirement credit. This unused sick leave is applied only in the event of a direct service retirement. If the employee terminates State service, although they may be vested, unused sick leave will not be applied.
- After 16 years, Health Benefits can be continued for employee and spouse with full state subsidy.

## **Law Enforcement Officers Pension System (LEOPS)**

LEOPS is a defined benefit plan, like the MSPS described above. LEOPS is similar to MSPS in most respects (vesting, creditable/eligibility service, sick leave credit, etc.), but the following features are different:

- The employee's contribution is 4%.
- Full retirement benefits are available at either age 50 or upon reaching 25 years of eligibility service. There is no early retirement benefit.
- The benefit formula is different for LEOPS than MSPS.

## **Optional Retirement Program (ORP)**

Exempt staff and faculty may elect to join either MSPS (described above) or the Optional Retirement Program. The Optional Retirement Program (ORP) is a **defined contribution plan**.

- There are two participating providers in the ORP. They are Teacher's Insurance Annuity Association/College Retirement Equity Fund (TIAA-CREF), and Fidelity.
- The ORP plans are **defined 403(b)** contribution plans. They differ from a defined benefit plan in that the amount of benefits paid at retirement depends upon the amount of accumulated contributions, plus earnings and dividends, in the member's account at the time the claim is made.
- The University contributes **7.25%** of the member's annual salary over a 20 pay cycle. The member may not contribute any additional money.
- Contributions to the plans are immediately vested and are transferable among over 4,200 private and public institutions participating across the country.
- Premiums to the ORP are invested primarily in mutual funds and employees designate where contributions are made. Percentage allocation changes can be made as many times as desired. Employees also have the option to switch to another participating ORP carrier one time per calendar year.
- There is no defined death benefit in the ORP plans. Upon a member's death, the member's designated beneficiary inherits the fund amounts. There are also no allowances for COLA or disability with the ORP plans. Accumulated Sick Leave is not factored into retirement benefit amounts.
- After 16 years, Health Benefits can be continued with full state subsidy for employee **ONLY**, 25 years for spouse.

## **SUPPLEMENTAL RETIREMENT ANNUITY PROGRAMS**

In addition to the State Pension System and the Optional Retirement Plan, all employees (including Contingent) are also entitled to participate in one or more of four supplemental retirement annuity (SRA) plans offered by the University. These plans permit the deferral of income through pre-tax contributions to an established SRA. In some years, depending on the State budget, the legislature authorizes a State match for employee contributions to SRA plans (available only to those employees in the Contributory Pension System); check with Human Resources for more information. The available SRA plans are:

### **Public Employee Benefit Services Corporation (PEBSCO)—associated with Nationwide**

- Offers a 401(k), 457(b) and 403(b) program. Each has different guidelines under the Internal Revenue Service; employees should research each option to determine which is best for their situation. Annual limits, available from the company or the HR Department, apply to each program.
- There are premature distribution penalties associated with this plan.
- Employees are encouraged to contact plan representative for details and investment options for the PEBSCO plan. Brochures can be obtained in the Human Resources Department.

### **TIAA-CREF, Fidelity:**

- Each company offers a 403(b) and 457(b) plan. Annual limits, available from the company or the HR Department, apply to each plan.
- Contributions to the plans are immediately vested and are transferable among public institutions participating in the programs nationwide (depending upon fund applicability).
- Premiums to the plans are invested primarily in mutual funds and cover a wide spectrum of the investment market (from fixed interest bearing accounts, to more aggressive stock accounts). Employees elect where contributions are invested and may change percentage allocations and bi-weekly deduction amounts at any time during the calendar year.
- There are various penalties for premature distribution associated with these plans.
- Employees are encouraged to confer with plan representatives regarding specific investment options and plan performance. Brochures are available in the HRD.

## **SECTION VII - RETIREMENT VENDOR CONTACTS**

### **TIAA-CREF**

**Dan Kelly**

**410-367-1093**

**[dkelly@tiaa-cref.org](mailto:dkelly@tiaa-cref.org)**

### **FIDELITY**

**Joe Bouffard**

**1-800-841-3363 x73468**

**[joseph.bouffard@fmr.com](mailto:joseph.bouffard@fmr.com)**

### **NATIONWIDE/PEBSCO**

**Arvella Collins**

**443-886-9406**

**[collia31@nationwide.com](mailto:collia31@nationwide.com)**

## **FINANCIAL COUNSELING SESSIONS SCHEDULE**

### **FIDELITY**

Third Friday of every month.

Call 1-800-642-7131 to schedule an appointment.

### **PEBSCO**

Third Thursday of each month.

Contact the Human Resources Department at 410-455-2337 to schedule an appointment.

### **TIAA-CREF**

Second Wednesday of each month.

Time: 9:00am-4:00pm

To schedule an appointment, visit the TIAA CREF website or call Darlene Stevens at 410-367-0056.

## **BENEFIT SUMMARIES**

# UMBC Benefits Summary For Exempt Staff and 12-Month Faculty

The following benefits are available to all regular, full-time Exempt Staff and 12 month Faculty of the University of Maryland, Baltimore County (UMBC):

**HEALTH INSURANCE:** A total of 8 health benefit plans (2 Preferred Provider Organization, 3 Point of Service Plans, and 3 Health Maintenance Organizations) are available to employees. Employee contributes 20-25% of 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 3 dental providers for the State of Maryland. The plans offer comprehensive dental coverage with the choice of 2 Dental Health Maintenance Organizations (must utilize Plan dentists or no payment for service) administered by United Concordia and Dental Benefits Providers; or a Preferred Provider Option (employee can go outside of dental network) administered by United Concordia. Employee contributes 50% of premium.

**PRESCRIPTION PLAN:** Administered by Catalyst, Rx Prescription Card Services, Inc, provides payment for generic prescription drugs with a co-pay to employee. Drugs without generic equivalent are subject to a higher co-pay or payment of the difference between generic and name-brand drug. Plan also offers a **Voluntary Mail Order Program**. Employee contributes 20% of premium.

**LONG TERM CARE:** Underwritten by Prudential Long Term Care, this plan provides coverage for care received at home or in a facility, when someone needs assistance with activities of daily living or suffers severe cognitive impairment. Available to active employees and their family members (spouses, children, parents, parents-in-law, grandparents and grandparents-in-law).

**LIFE INSURANCE:** Two plans available to University employees **MetLife Insurance** (offered through State's plan) allows employee to purchase up to \$300,000 in life insurance for self and 50% or \$150,000, whichever is less, for dependents; and/or **UNUM Term Life** (not pre-tax) which allows employee to purchase life insurance for up to 6x annual salary and 100% or \$150,000, whichever is less, for spouse, and \$10,000 for dependent children.

**LONG TERM DISABILITY:** Administered by UNUM, 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.

**RETIREMENT PLAN:** The University offers choice of membership in two plans; the Maryland State Retirement/Pension System (MSRPS) with vesting after 5 years of continuous service, with mandatory 5% employee contribution; or an Optional Retirement Program (TIAA-CREF, or Fidelity Investments) wherein University contributes 7.25% of annual salary over 20 pay cycle with immediate vesting of contributions.

**SUPPLEMENTAL RETIREMENT PLANS:** The University offers three plans (TIAA-CREF, PEBSICO and Fidelity Investments) wherein employees may contribute a portion of their annual salary on a pre-tax basis to a supplemental retirement annuity.

**FLEXIBLE SPENDING ACCOUNTS:** Employees may elect to use pre-tax dollars to pay for health care costs up to \$3,000 per year not otherwise covered by health insurance and \$5,000 for costs associated with day care.

**VACATION:** 22 days of annual leave per year (25 with 21<sup>st</sup> year of service), available as accumulated. Maximum of 50 days can be carried into a new calendar year. Carryover requires prior approval for faculty.

**SICK LEAVE:** 15 days of sick leave available per year with unlimited accumulation.

**PERSONAL LEAVE:** 3 days available on date of hire and at the beginning of each new calendar year. No accumulation.

**FAMILY MEDICAL LEAVE:** Employees are entitled up to 12 weeks of leave with job protection for an eligible illness with no loss of State subsidy for medical coverage.

**HOLIDAYS:** 14 paid holidays (15 in election year) observed per published schedule.

**EDUCATIONAL ASSISTANCE:** Employees eligible for tuition remission of up to 8 credits per semester for undergraduate and graduate level courses at any USM campus. Following 2 years of full-time employment with the University, spouse and dependent children of staff member are eligible for full remission of tuition at UMBC for **first undergraduate degree** or 50% at any other USM institution if desired discipline is not offered at UMBC.

**EMPLOYEE ASSISTANCE PROGRAM:** Confidential counseling and referral service for financial, marital, substance abuse problems, etc. Free initial consultation with referrals made only on a supervisory basis.

### **MISCELLANEOUS BENEFITS AND PROGRAMS**

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

**DIRECT DEPOSIT:** Employees are required to have their net pay directly deposited into a checking account of their choice.

**JURY DUTY LEAVE:** Employees are excused from work when called upon to serve and receive usual compensation without charge to accrued leave.

**MILITARY LEAVE:** An employee who is a member of the organized militias, i.e., National Guard or a federal armed forces services unit, shall be entitled to leave of absence for military training for up to 15 working days annually without loss of pay or charge against accrued leave.

**DAY CARE CENTER:** Administered by an independent contractor, a licensed day care center is conveniently located on campus. Hours of operation are 7:30 a.m. – 6:00 p.m.

**NOTARY SERVICE:** Certified Notary Publics on staff and available to all employees.

## UMBC Benefits Summary For Non-Exempt Staff

The following benefits are available to all regular, full-time Non-Exempt Staff of the University of Maryland, Baltimore County (UMBC):

**HEALTH INSURANCE:** A total of 8 health benefit plans (2 Preferred Provider Organization, 3 Point of Service Plans, and 3 Health Maintenance Organizations) are available to employees. Employee contributes 20-25% of 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 3 dental providers for the State of Maryland. The plans offer comprehensive dental coverage with the choice of 2 Dental Health Maintenance Organizations (must utilize Plan dentists or no payment for service) administered by United Concordia and Dental Benefits Providers; or a Preferred Provider Option (employee can go outside of dental network) administered by United Concordia. Employee contributes 50% of premium.

**PRESCRIPTION PLAN:** Administered by Catalyst, Rx Prescription Card Services, Inc., provides payment for generic prescription drugs with a co-pay to employee. Drugs without generic equivalent are subject to a higher co-pay or payment of the difference between generic and name-brand drug. Plan also offers a **Voluntary Mail Order Program**. Employee contributes 20% of premium.

**LONG TERM CARE:** Underwritten by Prudential Long Term Care, this plan provides coverage for care received at home or in a facility, when someone needs assistance with activities of daily living or suffers severe cognitive impairment. Available to active employees and their family members (spouses, children, parents, parents-in-law, grandparents and grandparents-in-law).

**LIFE INSURANCE:** Two plans available to University employees: **MetLife Insurance** (offered through State's plan) allows employee to purchase up to \$300,000 in life insurance for self and 50% or \$150,000, whichever is less, for dependents; and/or **UNUM Term Life** (not pre-tax) which allows employee to purchase life insurance for up to 6x annual salary and 100% or \$150,000, whichever is less, for spouse, and \$10,000 for dependent children.

**LONG TERM DISABILITY:** Administered by UNUM 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.

**RETIREMENT PLAN:** The University offers membership in the Maryland State Retirement/Pension System (MSRPS) with vesting after 5 years of continuous service. Mandatory 5% employee contribution is deducted from pay each pay period.

**SUPPLEMENTAL RETIREMENT PLANS:** The University offers three plans (TIAA-CREF, PEBSCO and Fidelity Investments) wherein employees may contribute a portion of their annual salary on a pre-tax basis to a supplemental retirement annuity.

**FLEXIBLE SPENDING ACCOUNTS:** Employees may elect to use pre-tax dollars to pay for health care costs up to \$3,000 per year not otherwise covered by health insurance and \$5,000 for costs associated with day care.

**VACATION:** Based on years of service: 10 days per year (0-4 years), 15 days (5-10 years), 20 days (11-20 years), and 25 days (21 years or more). Vacation is available after 6 months of service. Employees may carry 50 days into a new calendar year.

**SICK LEAVE:** 15 days of sick leave available as accrued with unlimited accumulation.

**PERSONAL LEAVE:** 3 days available on date of hire and at the beginning of each new calendar year. No accumulation.

**FAMILY MEDICAL LEAVE:** Employees are entitled up to 12 weeks of leave with job protection for an eligible illness with no loss of State subsidy for medical coverage.

**HOLIDAYS:** 14 paid holidays (15 in election year) observed per published schedule.

**EDUCATIONAL ASSISTANCE:** Employees eligible for tuition remission of up to 8 credits per semester for undergraduate and graduate level courses at any USM campus. Following 2 years of full-time employment with the University, spouse and dependent children of staff member are eligible for full remission of tuition at UMBC for **first undergraduate degree** or 50% at any other USM institution if desired discipline is not offered at UMBC.

**EMPLOYEE ASSISTANCE PROGRAM:** Confidential counseling and referral service for financial, marital, substance abuse problems, etc. Free initial consultation with referrals made only on a supervisory basis.

#### **MISCELLANEOUS BENEFITS AND PROGRAMS**

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

**DIRECT DEPOSIT:** Employees are required to have their net pay directly deposited into a checking account of their choice.

**JURY DUTY LEAVE:** Employees are excused from work when called upon to serve and receive usual compensation without charge to accrued leave.

**MILITARY LEAVE:** An employee who is a member of the organized militias, i.e., National Guard or a federal armed forces services unit, shall be entitled to leave of absence for military training for up to 15 working days annually without loss of pay or charge against accrued leave.

**DAY CARE CENTER:** Administered by an independent contractor, a licensed day care center is conveniently located on campus. Hours of operation are 7:30 a.m. – 6:00 p.m.

**NOTARY SERVICE:** Certified Notary Publics on staff and available to all employees.

# UMBC Benefits Summary

## For 9 -Month Faculty

The following benefits are available to all regular, full-time 9 month Faculty of the University of Maryland, Baltimore County (UMBC):

**HEALTH INSURANCE:** A total of 8 health benefit plans (2 Preferred Provider Organization, 3 Point of Service Plans, and 3 Health Maintenance Organizations) are available to employees. Employee contributes 20-25% of 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 3 dental providers for the State of Maryland. The plans offer comprehensive dental coverage with the choice of 2 Dental Health Maintenance Organizations (must utilize Plan dentists or no payment for service) administered by United Concordia and Dental Benefits Providers; or a Preferred Provider Option (employee can go outside of dental network) administered by United Concordia. Employee contributes 50% of premium.

**PRESCRIPTION PLAN:** Administered by Catalyst, Rx Prescription Card Services, Inc, provides payment for generic prescription drugs with co-pay to employee. Drugs without generic equivalent are subject to a higher co-pay or payment of the difference between generic and name-brand drug. Plan also offers a Voluntary Mail Order Program. Employee contributes 20% of the premium.

**LONG TERM CARE:** Underwritten by Prudential Long Term Care, this plan provides coverage for care received at home or in a facility, when someone needs assistance with activities of daily living or suffers severe cognitive impairment. Available to active employees and their family members (spouses, children, parents, parents-in-law, grandparents and grandparents-in-law).

**LIFE INSURANCE:** Two plans available to University employees: **MetLife Insurance** (offered through State's plan) allows employee to purchase up to \$300,000 in life insurance for self and 50% or \$150,000, whichever is less, for dependents; and/or **UNUM Term Life** (not pre-tax) which allows employee to purchase life insurance for up to 6x annual salary and 100% or \$150,000, whichever is less, for spouse, and \$10,000 for dependent children.

**LONG TERM DISABILITY:** Administered by UNUM, 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.

**RETIREMENT PLAN:** The University offers choice of membership in two plans; the Maryland State Retirement/Pension System (MSRPS) with vesting after 5 years of continuous service, with mandatory 5% employee contribution; or an Optional Retirement Program (TIAA-CREF or Fidelity Investments) wherein University contributes 7.25% of annual salary over 20 pay cycle with immediate vesting of contributions.

**SUPPLEMENTAL RETIREMENT PLANS:** The University offers three plans (TIAA-CREF, PEBSCO and Fidelity Investments) wherein employees may contribute a portion of their annual salary on a pre-tax basis to a supplemental retirement annuity.

**FLEXIBLE SPENDING ACCOUNTS:** Employees may elect to use pre-tax dollars to pay for health care costs up to \$3,000 per year not otherwise covered by health insurance and \$5,000 for costs associated with day care.

**SICK LEAVE:** 1.25 sick days are accrued per month with unlimited accumulation.

**FAMILY MEDICAL LEAVE:** Employees are entitled up to 12 weeks of leave with job protection for an eligible illness with no loss of State subsidy for medical coverage.

**HOLIDAYS:** 14 paid holidays (15 in election year) observed per published schedule.

**EDUCATIONAL ASSISTANCE:** Employees eligible for tuition remission of up to 8 credits per semester for undergraduate and graduate level courses at any USM campus. Following 2 years of full-time employment with the University, spouse and dependent children of staff member are eligible for full remission of tuition at UMBC for **first undergraduate degree** or 50% at any other USM institution if desired discipline is not offered at UMBC.

**EMPLOYEE ASSISTANCE PROGRAM:** Confidential counseling and referral service for financial, marital, substance abuse problems, etc. Free initial consultation with referrals made only on a supervisory basis.

### **MISCELLANEOUS BENEFITS AND PROGRAMS**

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

**DIRECT DEPOSIT:** Employees are required to have their net pay directly deposited into a checking account of their choice.

**JURY DUTY LEAVE:** Employees are excused from work when called upon to serve and receive usual compensation without charge to accrued leave.

**MILITARY LEAVE:** An employee who is a member of the organized militias, i.e., National Guard or a federal armed forces services unit, shall be entitled to leave of absence for military training for up to 15 working days annually without loss of pay or charge against accrued leave.

**DAY CARE CENTER:** Administered by an independent contractor, a licensed day care center is conveniently located on campus. Hours of operation are 7:30 a.m. – 6:00 p.m.

**NOTARY SERVICE:** Certified Notary Publics on staff and available to all employees.