



LEARN MORE ABOUT WORKING AT UMUC. At University of Maryland University College (UMUC), our most valued asset for carrying out our mission to put students first is our employees. That's why we are constantly on the lookout for creative, highly qualified applicants. UMUC seeks to reflect the diversity of the global community that it serves by providing a positive work environment that embraces cultural differences, encourages new ideas, and promotes mutual respect.

DEFINING A CONTINGENT II EMPLOYEE

A Contingent II employee can be exempt (salaried) or nonexempt (hourly) and is employed under contract for a term of up to 12 months. These contracts may be renewed on an annual basis. Contingent II employees work throughout the university in many departments, bringing them in contact with students, faculty, and staff in a wide variety of functions.

COMPENSATION

As a Contingent II employee, you will receive a biweekly paycheck (subject to required withholdings) that includes a base salary, with a retirement stipend, and possibly a health insurance stipend (see *Medical Benefits and Insurance*).

OUTSTANDING BENEFITS THAT FIT THE LIFESTYLE OF YOU AND YOUR FAMILY— ANOTHER GOOD REASON WHY YOU BELONG AT UMUC!

LEAVE (PRORATED BASED ON FULL-TIME EQUIVALENCY)

- Annual leave
- Sick leave
- Personal leave
- Holidays

MEDICAL BENEFITS AND INSURANCE

Contingent II employees who work on average 30 or more hours per week (130 hours per month) are eligible for subsidized state of Maryland medical and prescription benefits. Contingent II employees who work on average less than 30 hours per week but at least 20 hours per week are eligible for a stipend to assist in the purchase of a health plan.

Please note: You must enroll in the benefits described above within the first 60 days of employment, during the annual open enrollment period, or within 60 days of experiencing a qualifying event.

UMUC BENEFITS OVERVIEW: For Contingent II Employees

MEDICAL BENEFITS AND INSURANCE, CONT.

Contingent II employees eligible for subsidized state of Maryland medical and prescription benefits: If you are eligible for subsidized state of Maryland medical and prescription benefits, there are five health plans (with vision included), one prescription plan, and two dental plans from which to choose; however, the dental plan premiums are not subsidized.

Contingent II employees eligible for a health stipend: You may use the stipend to enroll in a variety of health plans offered by the state of Maryland through UMUC, or you may elect to enroll in any separate, freestanding group insurance plans. The amount of stipend is prorated based on your full-time equivalency (FTE).

Insurance that is available to any Contingent II employee regardless of FTE hours includes accidental death and dismemberment, and group life insurance.

RETIREMENT

Contingent II employees receive a retirement stipend equal to 7.25 percent of their base salary and are eligible to contribute to a supplemental retirement account (SRA). The companies that administer these plans are Fidelity Investments, TIAA, and Maryland Supplemental Retirement Plans (MSRP)-Nationwide.

Choices include 401(k), 403(b), 457(b), Roth 401(k), and Roth 457(b). The university does not provide subsidies or matching funds.

TUITION REMISSION

UMUC offers a tuition waiver program that allows Contingent II employees to enroll in a maximum of 8 credits per semester at UMUC and University of Maryland, College Park (UMCP) free of tuition charges. Eligibility is dependent upon meeting admission criteria and any enrollment caps at UMUC and UMCP. NOTE: For part-time employees (at least 50 percent time), tuition remission benefits are prorated.

SPOUSE AND DEPENDENT SCHOLARSHIP

Spouses and dependents of Contingent II employees may qualify for a spouse and dependent scholarship that covers tuition for one undergraduate or graduate course per semester at UMUC based on fund availability. There is no waiting period, but the scholarship is only applicable in the absence of tuition remission.

THANK YOU FOR CONSIDERING UMUC!

www.umuc.edu/careers

DIRECT DEPOSIT

Direct deposit is available to Contingent II employees. Paychecks will automatically be deposited directly into an employee's checking account once the employee completes a direct deposit authorization form.

STATE EMPLOYEES CREDIT UNION (SECU)

SECU membership is available to Contingent II employees.

- A \$10 deposit is all that is needed to open and maintain a share savings account and establish SECU lifetime membership. You gain access to all SECU products, services, and benefits!
- Make deposits to your SECU account through automatic deductions from your paycheck.
- For more information, go to www.secumd.org.

ABOUT UMUC

University of Maryland University College (UMUC) specializes in high-quality academic programs that are convenient for busy professionals. Our programs are specifically tailored to fit into the demanding lives of those who wish to pursue a respected degree that can advance them personally and grow their careers. UMUC has earned a worldwide reputation for excellence as a comprehensive virtual university and, through a combination of classroom and distance-learning formats, provides educational opportunities to more than 80,000 students. The university is proud to offer highly acclaimed faculty and world-class student services to educate students online, throughout Maryland, across the United States, and in more than 20 countries and territories around the world. UMUC serves its students through undergraduate and graduate programs, noncredit leadership development, and customized programs.

EQUAL EMPLOYMENT OPPORTUNITY

UMUC is an Equal Opportunity Employer. For more information, please see UMUC's Affirmative Action, Equal Opportunity, and Sexual Harassment Policy at www.umuc.edu/eo.

ANNUAL SAFETY AND SECURITY REPORT

The Annual Safety and Security Report is available to prospective employees and includes information about campus crime and security. Please visit www.umuc.edu/security to view the report.

NOTE: This document presents highlights of benefits plans. Actual plan documents prevail in all situations involving questions or issues.

University of Maryland University College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. UMUC is governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia.