

**BENEFITS SUMMARY**
**REGULAR FULL-TIME AND REGULAR PART-TIME EXEMPT STAFF**

BENEFIT*	DESCRIPTION
<b>Medical Insurance</b>	Staff choose among Preferred Provider Organization plans, Exclusive Provider Organization plans, or an Integrated Health Management Plan. Provides coverage for a variety of medical services, including behavioral health and routine vision services. Dependent (lawfully married spouse and eligible dependent children) coverage is offered.
<b>Wellness Program</b>	Included in all medical plans. Staff and enrolled spouses who complete annual wellness activities enjoy wellness rewards.
<b>Prescription Drug Insurance</b>	Freestanding plan. Includes include generic drugs, step therapy, zero co-pay for specified drugs, and a voluntary mail-order program. Dependent coverage is available.
<b>Dental Insurance</b>	Staff choose between a dental Preferred Provider Organization and a dental Health Maintenance Organization. Coverage includes preventive services, fillings, crowns, bridges and orthodontia (subject to plan rules). Dependent coverage is available.
<b>Flexible Spending Accounts</b>	Staff may elect to use pre-tax dollars to pay for unreimbursed health care expenses (Health Care Spending Account) and/or day care expenses for an eligible dependent (Dependent Day Care Spending Account). Plans are subject to IRS regulations.
<b>Term Life Insurance</b>	Pays a benefit to your designated beneficiary in the event of your death. Staff may purchase individual coverage and dependent coverage and have options under the state of Maryland plan and/or the University System of Maryland (USM) plan. Medical review may apply.
<b>Accidental Death &amp; Dismemberment</b>	Pays a benefit to you or your designated beneficiary in the event of an accidental death or dismemberment. Staff may purchase individual coverage and dependent coverage.
<b>Long-Term Disability Insurance</b>	Staff who work at least 50% may purchase coverage offered by the USM plan. Provides a partial income replacement benefit in the event of partial or total disability, subject to medical documentation.
<b>Retirement Plans</b>	Exempt Staff can choose between the Optional Retirement Program (immediate vesting and no employee contribution required) or the Maryland State Retirement & Pension System (10 year vesting and 7% employee contribution required). Towson contributes to each plan. Prior membership in either retirement plan may affect selection. Regular part-time employees (50% or more) earn pro-rated retirement service credit. Refer to plan documents for details.
<b>Supplemental Retirement Plans</b>	Staff can make voluntary pre-tax contributions to one or more of these plans to supplement retirement savings, subject to IRS regulations.

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BENEFIT*	DESCRIPTION
<b>Holidays</b>	Staff may earn up to 14 paid holidays observed per published schedule (15 in an election year). Regular part-time Staff (50% or more) earn pro-rated holidays. Consult policies.
<b>Leave</b>	<u>Annual Leave</u> – up to 22 days per year, 21+ years of service – up to 25 days per year <u>Personal Leave</u> – up to 3 days per year <u>Sick Leave</u> – up to 15 days per year Regular part-time Staff (50% or more) earn pro-rated leave. Consult policies.
<b>Other Leave</b>	The following leave may be available to eligible Staff – military leave, family & medical leave, parental leave, jury duty, legal action leave, exam/interview leave, community service leave, and accident leave. Regular part-time Staff (50% or more) earn pro-rated leave. Consult policies.
<b>Employee Assistance Program (EAP)</b>	The USM offers a free EAP program to Staff and household members that includes confidential access to licensed professional counselors, legal services, financial services, discount programs, child & elder care locators, and more.
<b>Tuition Remission</b>	Staff are eligible for 100% 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 TU or the USM, spouse and dependent children of Staff are eligible for 100% tuition remission at TU for the first undergraduate degree or 50% tuition remission at any other USM institution for the first undergraduate degree. Regular part-time Staff (50% or more) earn pro-rated tuition remission benefits. Consult policies for details.
<b>Parking &amp; Transportation Services</b>	Staff may purchase TU parking permits via pre-tax payroll deduction. Alternative transportation and green initiatives are also available by visiting <a href="http://www.towson.edu/parking">www.towson.edu/parking</a> .
<b>Credit Union</b>	Staff can join SECU. Numerous financial services are available.
<b>Pay &amp; Direct Deposit</b>	Paychecks are issued biweekly on Wednesdays. Staff are encouraged to have their net pay directly deposited into their bank account.
<b>Miscellaneous Benefits</b>	Most athletic events are free. On campus services – library, blood assurance program, recreational & wellness services, TU store discount, childcare center, safety programs, dining and banking. Various programs offered by participating vendors.

\*Health benefit options are offered by the state of Maryland, Employee Benefits Division, unless otherwise noted. Please visit [www.dbm.maryland.gov/benefits](http://www.dbm.maryland.gov/benefits) for a complete description of the state of Maryland health benefit choices, coverage and plan rules, wellness program, and the cost of benefits.

This document is intended as a summary of benefits available to regular full-time and regular part-time exempt staff. If there is a discrepancy between this summary and the plan document or policy, the plan document or policy will govern.

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