
Chapter: Personnel

Modification No. 008

Subject: **Compensation Programs**

- I. Montgomery College's compensation program is designed to attract and retain high performing and highly skilled faculty, staff, and administrators. The College recognizes the contributions of each employee in achieving the College's Mission. The total compensation philosophy considers both internal and external market factors in determining pay. The external market consists of both academic institutions and general industry employers with whom the College competes for employees.
- II. As part of the College's compensation programs, the Board has authorized a total compensation program, subject to the availability of funding, to include such items as salary, educational assistance, tuition waiver, health and life insurance, retirement, and tax shelter annuities.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; December 13, 1993; October 21, 1996; November 16, 1998; February 15, 1999; October 15, 2007; May 17, 2010; June 17, 2019.

Chapter: Personnel

Modification No. 022

Subject: **Compensation Programs**

I. Responsibilities

- A. The President shall recommend to the Board of Trustees changes in the compensation programs for all employees.
- B. The President shall decide salary placement and changes for administrative staff.
- C. The Chief Human Resources Officer (or designee) shall decide salary placement and changes for non-bargaining staff.
- D. Salary for faculty and bargaining staff are subject to their respective collective bargaining agreements.

II. Salary Schedules for Staff and Administrators

A. Salary Schedule Structure

Salary schedules for all staff and administrators shall be structured to provide stratified differentials between successive grade levels and range lengths. The grades recognize difference in market value and the scope and complexity of the work performed; the range lengths recognize the development of knowledge, skills, and experience with the grade assignment as well as the length of service of the employee.

B. Adjustments for Labor Market Rates

When the established range or salary is significantly below or above competitive rates of pay, additional salary ranges for a staff occupational class may be authorized by the Chief Human Resources Officer and special salary adjustments for administrators may be authorized by the President to meet competitive salaries in relevant labor markets.

C. General Wage Adjustments (GWA)

- 1. The President recommends, each fiscal year, for Board approval, general wage adjustments for administrators and non-bargaining staff.
- 2. General wage adjustments for bargaining unit employees are established through the collective bargaining process. Amendments to the collective bargaining agreements are recommended by the President for Board approval.

III. Initial Salary Placement for Administrators and Staff

- A. The initial salary placement of an administrator shall be based on various factors, such as degrees earned, years of relevant experience, relevant job market, and internal equity among other similar administrator salaries. Salary placements, as

well as appointments, for administrator candidates will be subject to the approval of the President, or designee.

- B. The initial salary of a staff employee is determined by the Chief Human Resources Officer, or designee, based on review of degrees earned, years of relevant experience, relevant job market, and internal equity among staff salaries within the same or comparable occupational classes.
- C. Initial salary placement will be made in accordance with established pay guidelines.

IV. Within-Grade Pay Adjustments

- A. An administrator may request a salary review of a staff employee to resolve a pay inequity. With the approval of the Chief Human Resources Officer, or designee, the Office of Human Resources and Strategic Talent Management (HRSTM) may conduct an equity review by examining the employee's salary history, relevant experience, education, job performance, length of service, and certifications/licenses compared to other employees in the same occupational class.
- B. Any proposed pay adjustment resulting from an equity review must be approved by the SVP for Administrative and Fiscal Services and the Chief Business-Financial Strategy Officer, and may not create pay inequities among other employees. Any adjustment resulting from the review will be effective at the beginning of the pay period.

V. Overtime Pay for Staff Employees

- A. Definition. Overtime is defined as hours worked in excess of 40 hours in a work week. Only those hours actually worked shall be included in computing the 40 hours for overtime pay purposes.

Overtime for bargaining unit employees will be determined in accordance with the collective bargaining agreement.

A staff employee may work more than 8 hours in one day at the regular rate of pay to accommodate an alternative work schedule, special job requirements or to make up for hours absent during the same week provided that:

1. Such an arrangement is requested for the employee's own convenience, with the understanding that the employee will not be paid time and one-half, and that the supervisor consents to the arrangement; or
2. If the alternative work schedule requires the establishment of a different workweek, an alternative workweek agreement shall be completed and forwarded to the Office of Human Resources and Strategic Talent Management (HRSTM); or
3. The supervisor requests that the employee work more than 8 hours because of special job requirements, and the employee consents to the arrangement; and

4. No more than 40 hours are worked in the week.
- B. Nonexempt Employees. Employees designated as nonexempt in accordance with the Fair Labor Standards Act shall be compensated for hours worked in excess of 40 hours in a work week. The rate of pay for overtime worked by a nonexempt employee shall be one and one-half times the employee's regular rate of pay.
 - C. Exempt Employees. Employees designated as exempt in accordance with the Fair Labor Standards Act are not eligible for overtime pay. Exempt employees who work in excess of the number of normally scheduled hours on a particular day may, upon approval by the supervisor, reduce a workday in consideration of the time worked on an hour-by-hour basis within the same pay period. See College Procedure 32305CP-Working Hours for Staff Employees.
 - D. Approval for Overtime. All overtime must be approved in advance by the first-line administrator. However, a non-exempt employee must be paid for hours worked above 40 hours in a work week even if the overtime was not approved. In this situation, the supervisor may take appropriate action to prevent further violation of this policy. Supervisors must maintain adequate documentation and accurately certify time records.
- VI. Special Project Pay
- A. Special Project Pay may be given to an exempt staff employee who is assigned to a special project as a temporary assignment that is expected to accomplish a unique product, process, or service with a defined start and finish date and specific measurable objectives, that, when attained, through the constraints of time, resources, and costs, signifies completion.
 - B. Special Project Pay is defined as a pay adjustment value of five percent (5%) or eight percent (8%) depending on the criterion of the project to be deemed either as a medium project level or a large project level.
 1. A medium project level is defined as such:
 - a. Will provide significant contributions to the College's objectives
 - b. Is of a moderate level of complexity and risk
 - c. Will provide for the enhancement of an existing product, process, or service
 - d. There will be some external influence on project elements
 - e. The project will have some level of uncertainty and incur minor changes
 - f. Will have standard and new regulatory requirements
 - g. Will have an expected duration of three (3) to 12 months
 - h. Will require a moderate degree of project management oversight
 2. A large project level is defined as such:
 - a. Will provide major significant contributions to the College's objectives
 - b. Is of a high level of complexity and risk
 - c. Will provide a novel product, process, or service, including

- d. innovation
There will be key project objectives that depend on external factors
- e. The project will have a high level of uncertainty and will incur major changes
- f. Will have challenging and potentially new regulatory requirements
- g. Will have an expected duration of 12 to 24 months
- h. Will require a minimal degree of project management oversight

- C. A recommendation for a Special Project Pay adjustment will normally be made by the employee's immediate administrative supervisor, to the Chief Human Resources Officer who will review the request. The Chief Human Resources Officer will forward the recommendation to the Senior Vice President for Administrative and Fiscal Services and the Chief Financial Strategy Officer who will make the final decision.
- D. All requests, submitted on a completed Special Project Pay request form, must provide specific justification for each of the criterion as either a medium project level or a large project level, including a project completion timeline.
- E. The Special Project Pay adjustment will end on the earlier of, the expiration of the proposed project completion date, or the completion of the project.
- F. If the anticipated project completion timeline is expected to be extended, a request to extend the Special Project Pay adjustment must be submitted in accordance with the initial approval process at least 30 days prior to the expiration of the original timeline.

VII. Night Shift Differential Pay for Nonexempt Staff Employees

Nonexempt staff employees who are employed to work regularly 20 or more hours per week and who are regularly scheduled to work between the hours of 10:00 p.m. and 6:30 a.m. shall receive a pay differential established by the Board of Trustees for the period of time actually worked between those hours. No night shift differential shall apply for less than one full hour worked.

- A. Supervisors or appropriate administrators shall obtain approval from the Chief Human Resources Officer (or designee) before specific positions are either permanently or temporarily assigned to the night shift. Such approval shall be requested in writing by the first-line administrator and shall identify by position numbers of the positions to be assigned to the night shift. Approval shall be valid for an indefinite period of time in the case of a permanent assignment and for a specified period of time in the case of temporary assignment. In exceptional or emergency circumstances, where it is impossible to obtain prior approval, approval after the fact must be obtained at the first available opportunity.
- B. Supervisors must maintain adequate documentation of all the hours worked for employees approved for night shift differential pay to accurately report hours of work for pay purposes.

VIII. Staff Pay for Work on a Holiday

- A. An employee may be required to work on an official holiday if a determination is made that certain College services must be maintained. The President, the appropriate Senior Vice President, or Vice President/Provost shall determine which College services must be maintained and each unit head concerned shall determine which employees work and which employees do not work on the holiday involved.
 - B. A nonexempt, full-time employee who is required to work on an official holiday shall be paid (in addition to pay for his or her regular holiday leave) at one and one half times his or her regular rate of pay for each hour of work performed on such holiday, or a total of two and one-half times base pay.
 - C. A nonexempt, full-time employee who is required to work on an official holiday falling on a regular day off, the employee shall be paid for such work at one and one-half times his/her regular hourly rate of pay.
- IX. Emergency Personnel Pay (EPP)
- A. An employee may be required to work on a day that the College is officially closed for emergency reasons if a determination is made that certain College services must be maintained. The President, the appropriate Senior Vice President, or Vice President/Provost shall determine which College services must be maintained and each unit head concerned shall determine which employees work and which employees do not work.
 - B. A nonexempt, full-time employee who is required to work when the College is officially closed for emergency reasons shall be paid a total of two and one-half times base pay. However, in no event shall an employee receive premium pay as a result of working on a furlough day.
- X. Salary Adjustments Increment
- A. Upon recommendation of the president and as authorized by the Board of Trustees on a date specific, staff employees may receive an increment if:
 - 1. The employee has achieved regular status by June 30 of the current year; and
 - 2. The employee is not at the maximum of the assigned salary grade; and
 - 3. The employee has completed a performance evaluation that meets specified levels required for any adjustment; and
 - 4. The employee has not been absent for more than half of the evaluation period.
 - B. Upon recommendation of the president and as authorized by the Board of Trustees, staff employees may receive a one time (no increase to base salary) lump sum recognition bonus:
 - 1. Employees receiving performance evaluation ratings at the highest level of the applicable performance rating scale may receive a bonus. Employees at the next highest level may also qualify for a bonus in a lesser amount.
 - 2. The total amount available for recognition bonuses will be recommended by the President and authorized by the Board of Trustees.

C. Administrators

1. Pay for administrators shall be determined by the President.
2. However, an administrator's salary may not exceed the maximum salary of the range of pay to which his or her position is assigned.

XI. Degree Attainment –Staff and Administrators

Subject to fiscal constraints, on or after July 1, 2013, where a staff-or administrator earns progressively higher degrees (Associate, Bachelors, Masters, and/or professional or terminal degrees) from an accredited institutions during the course of employment, the employee shall inform HRSTM of such accomplishment and request a degree attainment lump sum payment, which is set at \$1,500. Only two such lump sum payments may be granted during the course of an individual's employment at the College.

XII. Salary Upon Reclassification

- A. Where, through classification action, the position classification or job class to which an employee's position is assigned is reallocated to a lower grade, the incumbent's salary may not be lowered, however additional increases will be subject to the new salary grade. When vacated by the reclassified employee, the grade reverts to the assigned grade for any subsequent incumbent of the position.
- B. Where job classes are reallocated to higher grades as a result of the maintenance of the classification system, the incumbents in that job class may receive a salary increase in accordance with established guidelines. However, an employee's salary may not exceed the maximum salary of the range of the pay grade to which the employee's position is assigned.
- C. The reclassification of a position to a higher or lower grade is not considered a promotion or demotion pursuant to College Policy and Procedure 34001-Changes in Employee Status.

XIII. Longevity Award – Administrators and StaffA. Eligibility

An Administrator or Staff employee with consecutive satisfactory performance who has been at the top of their salary grade for five consecutive years shall be eligible to receive a one-time longevity award to be paid as a one-time lump sum payment. "Satisfactory performance" shall mean performance has met the criteria for the granting of a merit increment.

B. Procedures

Provided an employee meets the eligibility criteria, such payment shall be made in the next full pay cycle.

C. Amount

The award shall be paid as a one-time lump sum payment in the amount of \$1,560. This one-time lump sum payment shall be pro-rated for part-time employees based on the percentage of time worked relative to a full-time schedule.

XIV. Salary on Promotions

A. Administrators

Pay increases for administrators promoted to a position at higher pay grade are determined by the President, upon review of recommendations from the Chief Human Resources Officer, or designee.

B. Staff

An employee who is promoted to a higher level position within the College may receive an increase in pay in accordance with established guidelines as set forth in College Policy and Procedure 34001-Changes in Employee Status.

XV. Salary on Demotion

A. An employee who is demoted to a lower level position within the College may receive a decrease in pay in accordance with established guidelines as set forth in College Policy and Procedure 34001-Changes in Employee Status

B. An employee who is demoted for cause or unsatisfactory performance may have their salary reduced in accordance with established guidelines as set forth in College Policy and Procedures 34001- Changes in Employee Status.

XVI. Temporary Salary Adjustment

A. A temporary salary adjustment may be given to an administrator or staff employee who temporarily assumes higher level duties and responsibilities for a period of at least 30 days. The appropriate senior vice president or designee is responsible for determining the need for temporarily assigning higher level duties to their respective area administrators. The Chief Human Resources Officer or designee is responsible for reviewing and approving requests for temporary salary adjustments for staff.

B. Temporary assignments should normally be for a period of at least thirty (30) days but no more than one year.

C. If a temporary assignment continues for six (6) months, the individual who recommended the assignment and his/her supervisor shall review the need for the assignment and inform the Chief Human Resources Officer or designee and applicable Senior Vice President as to whether the assignment should continue. If the assignment continues, a similar review shall be conducted before a year is concluded, at which time a decision shall be made

1. to end the assignment;
2. to establish a date to begin recruitment for the vacant position;
3. to extend the assignment for a limited, fixed period of time; or
4. to reassign the individual to the vacant position on a regular basis as

provided below.

This decision shall be made by the President for administrators and by the Chief Human Resources Officer or designee for staff.

- D. Selection of employees to serve as acting or on an interim basis should be based on the broadest possible internal pool to facilitate the maximum opportunity for those seeking professional development opportunities to be considered. Employees who are temporarily assigned to a vacant position are categorized as "interim." Employees who are temporarily assigned to a filled position where the incumbent is on leave or temporarily performing the duties and responsibilities of another position are categorized as "acting."
- E. If an employee has been satisfactorily performing the duties assigned to a vacant position for at least one year, meets the minimum requirements for the job class, and a recruitment effort has not been initiated, the President (for Administrators) or the Chief Human Resources Officer (for Staff) may assign the employee to the vacant position. If an employee is assigned to a position pursuant to this section, the temporary salary adjustment shall become their regular base salary.
- F. A temporary salary adjustment will not be granted for assuming additional duties and responsibilities normally performed by a position at the same or a lesser pay grade.
- G. A recommendation for a temporary salary adjustment to assume higher level duties and responsibilities will normally be made by the employee's immediate supervisor to the Chief Human Resources Officer (or designee) who will review the request. For administrators, the Chief Human Resources Officer will make a recommendation to the president, who will make the final decision. For staff, Chief Human Resources Officer (or designee) will make the final decision.

XVII. Salary Reductions Related to Insufficient Funds

Financial emergencies occasioned by insufficient funds may result in budget reductions in salaries as determined appropriate by the president. In such cases, the president will notify administrators and staff in writing, as promptly as possible regarding the first day the reductions are to take effect, the amount of the reductions, and the necessity for such action.

XVIII. Furlough Days

In the event of a budget or funding shortfall or other fiscal constraints, the President may determine unpaid hours off ("furloughs") are appropriate. In such cases, the President or his/her designee will notify administrators and staff, and, where applicable as a result of collective bargaining, bargaining unit employees in writing at least thirty (30) days prior to the implementation of furlough days. The President or his/her designee shall also inform affected employees of the current number of furlough days designated in the fiscal year and whether such furlough days shall be "fixed" or "individually designated" or a combination thereof. Fixed furloughs are designated as unpaid hours occurring for all employees on the same day which results in operations being suspended at the College. Individually designated furloughs are a designated number of unpaid hours not fixed on a particular day. The President or his/her designee shall also inform employees as to the lawful method of pay reduction associated with the furlough days, including whether the

salary loss will be mitigated by instituting a temporary salary reduction.

XIX. Benefits

A. Educational Assistance Program

1. Purpose

The purpose of the Educational Assistance Program (EAP) is to assist all eligible College employees with educational expenses:

- a. To help them perform more effectively in their current job classifications by improving their knowledge and skills.
- b. To help them to prepare for higher level responsibilities by virtue of enhanced capabilities. Eligible endeavors are knowledge or skill-related formal courses of study or short-term training programs, including self-study and testing fees, that are: job related; or required in a job-related degree program; or prepare the employee for a higher level position; or allow the employee to change careers at the College.

2. Eligibility

- a. An eligible employee is any full-time faculty member or administrative, associate, or support staff employee who is working full time (or part-time staff working at least 20 hours per week) and who has completed six months of employment with the College. Temporary staff (with benefits) and full-time, academic year faculty are eligible after completing six months of employment. Part-time staff are eligible on a pro-rated basis (i.e. 1/2 time - 1/2 benefit) after completing six (6) months employment. Short-term temporary employees and part-time faculty are not eligible.
- b. Eligible endeavors are knowledge or skill-related formal course of study or short-term training programs offered either for credit or not for credit that are job related, or that are required in a job-related degree program, or that prepare the employee for a higher level position, or allow the employee to change careers at the College.
- c. An acceptable educational institution is a public or private secondary, vocational, trade, or business school; or a public or private college, university, professional school, or technical institution. It is expected that the educational institution is accredited or recognized by some agency or governing body from within its general functional area or frame of reference. Professional associations may be agencies of recognition and/or providers of the workshops.
- d. Educational expenses are:

- (1) the costs for tuition, fees, books and materials required for the eligible study approved through EAP;
 - (2) expenses related to certification or licensure where required by job responsibilities or mandated by the State are also eligible for reimbursement through the EAP procedures;
 - (3) consolidated fees for courses taken under the tuition waiver plan may be covered when courses meet EAP guidelines;
 - (4) art, hobby and recreational courses are not eligible for EAP coverage;
 - (5) EAP funds may be used for approved wellness activities. Eligible expenses for approved wellness activities will be defined as those classes offered through the wellness program and monthly membership fee to a monthly, multi-faceted, off-site fitness facility not to exceed thirty-five dollars (\$35.00) per month;
 - (6) Eligible expenses may also include no more than two (2) individual memberships, in a professional organization. Professional is defined as relating to the profession.
- e. Satisfactory completion is obtaining any certificate, grade or designation other than failure according to the standards established by the institution or organization attended. Withdrawing from a course is not considered satisfactory completion. In cases of individual memberships an invoice or receipt from the professional organization must be submitted.
- f. Courses, seminars, memberships, tests, and conference expenses taken during the first six (6) months of employment are not eligible for reimbursement.
3. Financial Benefit
- a. The maximum financial benefit for non-bargaining employees to defray educational tuition, fees, and/or books for eligible study, individual memberships and College sponsored wellness programs is established each fiscal year. The financial benefit for part-time regular associate and support staff working at least 20 hours per week is pro-rated. The maximum financial benefit for bargaining unit employees is established in the collective bargaining agreements.
 - b. EAP Funds are budgeted by the Vice President of Human Resources, Development and Engagement.
 - c. The College may coordinate approval of EAP benefits with other educational benefits. In such cases, the College reserves the right to deny EAP funds when there appears to be duplication of benefits.
 - d. The costs associated with this benefit for study during regular summer school sessions will be charged to the budget of the

fiscal year in which such summer school session ends.

4. Application Procedures

- a. To apply for EAP benefits, an eligible employee completes the appropriate [EAP request form](#) and submits the completed form to the Vice President of Human Resources, Development, and Engagement (or designee) through normal administrative channels. The Vice President of Human Resources, Development, and Engagement (or designee) shall approve or disapprove the request. If the request is disapproved, the applicant will be notified of the reason(s):
- (1) The employee shall submit the completed forms to his or her supervisor who shall review the application for data accuracy, make a recommendation regarding approval of the selected study and forward the application to the Vice President of Human Resources, Development, and Engagement (or designee).
 - (2) The Vice President of Human Resources, Development, and Engagement (or designee) shall review the application for proper procedure and give approval of the selected study within the established guidelines.
- b. After complete processing and approval, the copies of the application form are distributed by the Office of Human Resources to the employee.
- (1) When an application for EAP involves study during normal work hours, an agreement detailing how the employee is to make up the lost time must be attached to the application. This agreement must be signed by the employee and his or her supervisor. Approval should be granted only in instances where the absence of the employee will not result in any interruption of normal services of the office or department concerned and where the study desired is not generally available outside of the regular working hours. When leave for professional meetings is applicable, approval of the EAP request also means approval of the professional meeting leave.
 - (2) Upon completion of processing and/or approval an employee may receive the benefit by submitting an original invoice from the institution providing the training or a paid receipt for the course and/or books. Receipt of funds under EAP may be subject to withholding of taxes as a part of the individual employee's gross income.
 - (3) In the event the educational institution selected is not willing to bill the College, the employee will receive this benefit by reimbursement. The employee is responsible

for submitting invoices to the Office of Human Resources, Development, and Engagement in a timely manner (preferably within 15 days after receipt).

- (4) The application should be received by the Office of Human Resources, Development, and Engagement in time to allow adequate processing time prior to registration (preferably 15 days prior to registration). An employee should submit the application in time to allow his or her supervisor sufficient time to meet this deadline.

5. Reimbursement and Reporting Procedures

- a. Payment must be requested by submitting an original invoice or paid receipt with a copy of the approved request to the Office of Human Resources, Development, and Engagement. After approval by the Office of Human Resources, Development, and Engagement the invoice or original receipt is sent with a copy of the original request to the Finance Office for processing and reimbursement to the employee or payment to the institution. Since Montgomery College is a tax exempt institution, tax is not reimbursable.
- b. To be eligible for continued financial benefits under EAP, the employee must have a record of satisfactory completion of study for which he/she has received EAP benefits.
- c. Employees who do not satisfactorily complete study for which EAP benefits have been received must reimburse the College for all monies that the College has expended in relation to that specific study that was not satisfactorily completed.

6. Accountability for EAP

The Vice President of Human Resources, Development, and Engagement (or designee) is responsible to administer the EAP. Appeals from decisions of the Vice President of Human Resources, Development, and Engagement (or designee) regarding rejections of EAP coverage for a specific course may be made to the Vice President of Human Resources, Development, and Engagement within five (5) days of the date of the decision.

B. Educational Assistance – Reimbursement of Certain Expenses Related to Reimbursement of Travel-Related Expenses for Professional Development

1. Full-Time Faculty

a. Purpose

The purpose of the Education Assistance Reimbursement of Certain Expenses Related to Travel for Professional Development is to foster full-time faculty professional

development opportunities through reimbursement of travel expenses for approved professional development conferences in the faculty member's discipline.

b. Eligibility

- (1) An eligible employee is any full-time faculty member who has completed six months of employment with the College.
- (2) Expenses eligible for reimbursement include reasonable expenses related to travel for approved professional development conferences in the faculty member's discipline. Reasonable expenses include those expenses eligible for reimbursement per Montgomery College Policy & Procedure 65001, Reimbursement for Travel & Related Expenses.

c. Financial Benefit

The maximum financial benefit for full-time faculty is established in the collective bargaining agreement.

d. Application Procedures

- (1) **Prior to Travel:** To apply for reimbursement of travel, the full-time faculty member completes the appropriate EAP travel reimbursement request form prior to travel and attendance at the conference and forwards to the Dean. The Dean shall review and approve requests meeting the eligibility standards defined above. The Dean shall forward approved requests to the Office of Human Resources, Development, and Engagement. The Office of Human Resources, Development, and Engagement will reserve funds in accordance with the collective bargaining agreement. In the event no additional funds are available, the Office of Human Resources, Development, and Engagement will promptly notify the Dean and full-time faculty member.
- (2) **Post Travel:** Within thirty (30) days of attendance at the conference, the full-time faculty member will submit the appropriate reimbursement form and supporting documentation to the Office of Human Resources, Development, and Engagement. Supporting documentation is that documentation required by 65001CP, Reimbursement for Travel & Related Expenses.

1. Administrators, Associate & Support Staff, and Temporary with Benefits Staff

a. Purpose

The purpose of the Education Assistance Reimbursement of Certain Expenses Related to Travel for Professional Development is to foster professional development opportunities through reimbursement of travel expenses for approved professional development conferences or seminars that otherwise qualify for reimbursement under the Educational Assistance Program.

b. Eligibility

- (1) An eligible employee is any administrator, non-bargaining support or associate staff working at least 20 hours per week, or temporary with benefits staff member who has completed six months of employment with the College.
- (2) Expenses eligible for reimbursement include reasonable expenses related to travel for approved professional development conferences or seminars that otherwise qualify for reimbursement under the Educational Assistance Program (see above). Reasonable expenses include those expenses eligible for reimbursement per Montgomery College Policy & Procedure 65001, Reimbursement for Travel & Related Expenses.

c. Financial Benefit

The maximum financial benefit is established by the Senior Vice President for Administrative and Fiscal Services each year.

d. Application Procedures

- (1) **Prior to Travel:** To apply for reimbursement of travel, the eligible employee completes the appropriate EAP travel reimbursement request form prior to travel and attendance at the conference and forwards to the supervisor. The supervisor shall review and approve requests meeting the eligibility standards defined above. The supervisor shall forward requests to the Office of Human Resources, Development, and Engagement. The Office of Human Resources, Development, and Engagement will review the requests to determine eligibility. Where approved, the Office of Human Resources, Development, and Engagement will reserve funds in accordance with the established benefit. In the event no additional funds are available, the Office of Human Resources, Development, and Engagement will promptly notify the supervisor and the employee.
- (2) **Post Travel:** Within thirty (30) days of attendance at the conference, the employee will submit the appropriate

reimbursement form and supporting documentation to the Office of Human Resources, Development, and Engagement. Supporting documentation is that documentation required by 65001CP, Reimbursement for Travel & Related Expenses.

C. Part-Time Faculty Professional Development Assistance Program

1. Purpose

The purpose of the Part-Time Faculty Professional Development Assistance Program is to foster part-time faculty professional development opportunities relevant to the part-time faculty member's discipline or teaching responsibilities and allow part-time faculty, where eligible, to enroll in Montgomery College credit courses.

2. Eligibility

- a. An eligible employee is any part-time faculty member who has taught nine ESH in the previous two academic years.
- b. Eligible expenses include reasonable costs associated with pre-approved professional development activities relevant to the faculty member's discipline or teaching responsibilities, including reimbursement of travel related expenses for approved professional development activities. Funds may also be used for Montgomery College credit course tuition when requested in advance to the appropriate dean.

3. Financial Benefit

The maximum financial benefit for part-time faculty is established in the collective bargaining agreement.

4. Application Procedures

- a. To apply for use of these funds for reasonable costs associated with professional development activities relevant to the faculty member's discipline or teaching responsibilities, the part-time faculty member must complete the appropriate request form and forward to the Dean. The Dean shall review and approve requests meeting the eligibility standards defined above. The dean shall forward approved requests to the Office of Human Resources, Development, and Engagement. The Office of Human Resources, Development, and Engagement will process requests in accordance with the collective bargaining agreement. In the event no additional funds are available, the Office of Human Resources, Development, and Engagement will promptly notify the Dean and part-time faculty member. In the event the part-time faculty member requests reimbursement of expenses related to travel, required supporting documentation is that documentation required by 65001CP, Reimbursement for Travel & Related Expenses.

- b. To apply for use of these funds for Montgomery College credit course tuition, the part-time faculty member must complete the appropriate request form and forward to the Dean in advance of the start of the course. The Dean shall approve and forward to the Office of Human Resources. The Office of Human Resources, Development, and Engagement shall approve requests in accordance with the collective bargaining agreement and tuition shall be automatically applied to the student's account.
- c. The part-time faculty must show satisfactory completion of the course. Failure to satisfactorily complete the course will result in no tuition waiver to repeat the course.

D. Tuition Waiver Plan

1. Purpose

The purpose of the Tuition Waiver Plan is to allow eligible College employees to enroll in credit courses at Montgomery College. Noncredit Continuing Education courses are excluded from tuition waiver coverage for employees but may be covered in accordance with EAP regulations, as appropriate. Fees for courses taken at Montgomery College under the Tuition Waiver Plan that meet EAP regulations may also be covered under the Educational Assistance Program.

2. Eligibility

- a. Eligible personnel are all full-time regular College employees with benefits, temporary employees with benefits, and part-time staff with benefits.
- b. Eligible study is any credit course taken for credit at Montgomery College and that is scheduled outside of the individual's normal working hours.

3. Application Procedures

To apply for Tuition Waiver Plan benefits, an eligible employee completes an online Application for Tuition Waiver and submits the completed form.

4. Accountability and Appeal

The Vice President of Human Resources, Development, and Engagement (or designee) is responsible for administering the Tuition Waiver Plan. Appeals from decisions of the Vice President of Human Resources, Development, and Engagement (or designee) may be made to the Vice President of Human Resources, Development, and Engagement within five days of the date of the decision.

E. Tuition Waiver Plan for Dependents/Spouses

1. Purpose

The purpose of the Tuition Waiver Plan for Dependents/Spouses is to allow the dependents/spouses of eligible College employees to enroll in credit courses at Montgomery College.

2. Eligibility

- a. Eligible personnel are full-time regular faculty and staff with benefits and part-time staff with benefits.
- b. Eligible study is any credit course taken for credit at Montgomery College.
- c. Dependent/spouse is defined as a lawful spouse, domestic partner meeting the eligibility requirements for group insurance, or any unmarried child (natural, step, or legally adopted) of an eligible employee who is less than 26 years old.
- d. Active status on the last day of the third week of scheduled classes.

3. Application Procedures

The dependent must register for classes prior to completing the applicant Tuition Waiver Plan benefits.

- a. To apply for Tuition Waiver Plan benefits, an eligible employee and the dependent/spouse must complete an online Application for Tuition Waiver for Dependent/Spouse. Proof of eligibility status will be required by the Vice President of Human Resources, Development, and Engagement (or designee).
- b. The online process will require the first line supervisor to electronically approve a request for Tuition Waiver benefits. This approval will be forwarded to the Office of Human Resources, Development, and Engagement for action.
- c. On approval, the tuition will be automatically applied to the student's account. Tuition will be waived only if there will be no reimbursement of tuition. Fees are not waived.
- d. The spouse or dependent must show satisfactory completion of the course. Failure to satisfactorily complete the course will result in no tuition waiver to repeat the course.

4. Accountability and Appeal

The Vice President of Human Resources, Development, and Engagement (or designee) is responsible for administering of the Tuition Waiver Plan. Appeals from decisions of the Vice President of Human

Resources, Development, and Engagement (or designee) may be made to the Vice President of Human Resources, Development, and Engagement within five (5) days of the date of the decision.

F. Group Insurance Plan

1. Eligibility

All persons employed by the College who work at least 20 hours a week and who occupy regular positions on a continuing basis or temporary positions with benefits are eligible to participate in the College Group Insurance Plan. All questions concerning this insurance plan should be referred to the Office of Human Resources, Development, and Engagement.

The Office of Human Resources, Development, and Engagement also maintains detailed information regarding group insurance, an Employee Handbook, and insurance forms on its Web site.

2. Enrollment Procedures

The Office of Human Resources, Development, and Engagement will explain the Group Insurance Plan to all eligible persons employed by the College and provide each individual with copies of benefit plan brochures. Each eligible person will select the level and type of insurance coverage they desire by completing a Group Insurance Enrollment Form. Enrollment must be completed during the first 31 days of employment, otherwise enrollment can only occur during an open enrollment season and evidence of insurability satisfactory to the insurance company may be required for certain coverage. Coverage becomes effective (except for long-term disability insurance which has a 6-month waiting period) on the first of the month following enrollment.

3. Benefits for Persons on Leave, for Retirees, and for Persons Who Terminate

- a. All coverage for which an individual is enrolled may remain in effect during periods of authorized leave. See the individual paragraphs pertaining to each leave category for details relating to payments for benefits during periods of authorized leave.
- b. Certain portions of the College group insurance program continue in effect for retirees provided they have been a participant in the College insurance program or another employer group insurance program for five (5) years immediately preceding retirement and commence receipt of pension/annuity benefits from a Maryland State Retirement System Plan or a State Optional Retirement Plan immediately upon termination from the College. To be eligible for insurance continuation, State Optional Retirement Plan annuitants must meet the same age/service retirement eligibility requirements as required of State Pension System participants. Retiree benefits may include a reduced amount of life insurance and basic health, vision, and

dental insurance. The Office of Human Resources, Development, and Engagement should be contacted for details of the continued coverage.

- c. Upon termination of employment with the College, an individual who is enrolled in the group life insurance plan may convert certain portions of the College group insurance to individual coverage with the College insurance carrier. A temporary extension for up to 36 months of group medical and dental coverage may also be available upon termination in accordance with COBRA. Specific information concerning these rights can be obtained from the Office of Human Resources, Development, and Engagement.

G. Retirement Benefits

Full-time or part-time employees who occupy regular budgeted positions and temporary employees with benefits who work a minimum of 500 normal hours in any fiscal year are required to participate in a retirement plan offered by the Maryland State Retirement Agency.

H. Optional Retirement Programs Benefits Programs

Information regarding other optional retirement programs offered by the College is available in the Office of Human Resources, Development, and Engagement and on the Office of Human Resources, Development, and Engagement Website.

Presidential Approval: September 21, 1987; May 23, 1988; November 29, 1988; January 31, 1989, effective July 1, 1989; April 17, 1990 (effective July 1, 1990); September 27, 1990; June 12, 1991; July 30, 1991; January 26, 1993; December 7, 1993; December 13, 1993; June 14, 1995; October 21, 1996; March 9, 1999; May 18, 1999; October 23, 2000; July 26, 2007; November 1, 2007; September 3, 2010; October 18, 2011; December 20, 2012; June 24, 2013; July 1, 2021.