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Chapter: Personnel

Modification No. 007

Subject: **Compensation Programs**

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- I. The Board of Trustees shall approve the College's pay plans for administrative, associate, and support staff. Where appropriate, the College's compensation programs may include general salary adjustments and merit increments as well as salary reductions and furlough days on an annual basis. Contingent upon budgetary resources and applicable State and Federal laws and regulations, the College's compensation programs shall be designed to maintain a reasonable degree of competitiveness with prevalent salaries in relevant markets for the various occupational classes in the College's classification systems.
- II. As part of the College's compensation programs, the Board has authorized a benefit program to include such items as 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.

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

Chapter: Personnel

Modification No. 021

Subject: **Compensation Programs**

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I. Responsibilities

- A. The President shall recommend to the Board of Trustees changes in the compensation programs for administrative, associate, and support staff.
- B. The President shall decide salary placement and changes for administrative staff.
- C. The Vice President of Human Resources, Development, and Engagement (or designee) shall decide salary placement and changes for associate and support staff.

II. Salary Schedules for Staff Employees

A. Salary Schedule Structure

Salary schedules for all staff shall be structured to provide stratified differentials between successive grade levels and range lengths. The grades recognize difference in 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, special salary ranges for an associate or support staff occupational class may be authorized by the Vice President of Human Resources, Development, and Engagement 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 associate and support staff salary schedules. Administrators must receive an overall rating of “meets expectations,” “exceeds expectations,” or “far exceeds expectations” to be eligible to receive a general wage adjustment.
- 2. Each fiscal year, the President may recommend to the Board for its approval, modifications, to the administrative and non-bargaining associate and support staff compensation programs.
- 3. 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 Staff Employees

- A. The initial salary placement of an administrator shall be recommended by the Vice President of Human Resources, Development, and Engagement (or designee), based on various qualifying factors, such as degrees earned, years of relevant experience, evidence of previous excellence in the performance of duties related to the position, relevant job market, and internal equity among other similar administrator salaries. Salary placements for administrator candidates will be subject to the approval of the President along with the appointment recommendation itself.
- B. The initial salary of an associate or support staff employee is determined by the Vice President of Human Resources, Development, and Engagement (or designee). Vice President of Human Resources, Development, and Engagement (or designee) will determine initial salary placement as follows:
1. If the new hire meets the minimum requirements of the position, in regard to: years of relevant experience, education, and certifications, as determined by the relevant class specification, he or she will be placed at the minimum of the applicable salary grade. However, in no case shall a new employee be offered a starting salary that is below the living wage as determined by County Code, Bill No. 5-02, Living Wage Requirements on Service Contracts, and excluding the cost of health insurance in calculating the hourly rate.
  2. If the new hire exceeds the minimum requirements of the position, in regard to: years of relevant experience, education, and certifications, he or she will be placed above the minimum, up to the midpoint of the applicable salary grade, as follows:
    - a. Calculate the percentage difference between minimum and midpoint and divide by ten. For each full year of experience or equivalent, increase the starting salary by the percentage previously determined.
    - b. Regardless of experience, no staff member will be offered a salary above the midpoint unless compelling evidence is presented that such placement is in the best interest of Montgomery College and placement is approved in writing by the Vice President of Human Resources, Development, and Engagement.
- C. Administrators, Associate and Support Staff Potentially Impacted by New Hires: In the event the Office of Human Resources, Development, and Engagement intends to offer a new hire (administrator, associate staff, or support staff) a salary placement above the minimum of the grade, the Office of Human Resources, Development, and Engagement shall first compare the new hire's years of relevant experience, education, and certifications, as determined by the relevant class specification, to incumbent employees in the same class specification to ensure that a new hire's salary will not exceed an existing similarly situated employee's salary. In regard to single incumbent classes, such comparison will be made with similarly situated positions in the same salary grade.

In such cases where an inequity may result, prior to the offer of the salary, the Vice President of Human Resources, Development, and Engagement may recommend to the Senior Vice President for Administrative and Fiscal Services an equity adjustment for impacted incumbent employees. The Senior Vice President for Administrative and Fiscal Services will determine whether the initial salary may be offered and, if offered and accepted, will authorize an equity adjustment for similarly situated employee(s) by increasing the salary of the incumbent(s) to \$500 more than the salary of the new hire. Any increases resulting from such reviews will be prospective and effective the date the new hire begins work.

IV. Internal Equity Reviews – Associate and Support Staff and Administrators

- A. The Office of Human Resources, Development, and Engagement is responsible for conducting an equity review, as outlined in the circumstances described below, by examining the relevant experience, education, and certifications of incumbents within the class specification. However, proper application of the procedures herein is not sufficient to constitute a pay inequity for individual employees (for instance, new hire salary placement at midpoint regardless of additional experience).

In the event an employee is earning a salary lower than an employee within the same class specification with less cumulative experience, education, and certifications, that employee's salary shall be increased to the level of the employee with whom the inequity exists. In regard to single incumbent classes, such comparison will be made with similarly situated positions in the same salary grade. Any increases resulting from such reviews will be prospective.

- B. Equity reviews within class specifications will be conducted on the same schedule as the class specification maintenance review established by the Office of Human Resources, Development, and Engagement. In regard to single incumbent classes, such comparison will be made with similarly situated positions in the same salary grade. Any increases resulting from such reviews will be prospective at the beginning of the next pay period once a determination is made.
- C. For those employees who believe an inequity exists amongst employees in the same class specification, an employee may directly submit a request to HRDE for an equity review for the class specification. In regard to single incumbent classes, such comparison will be made with similarly situated positions in the same salary grade. Equity review requests may only be initiated during the month of January in any given year. If an inequity is found to exist, any increase will be prospective.

V. Overtime Pay for Associate and Support Staff Employees

- A. Definition. Overtime is defined as hours worked in excess of 40 hours in a work week. Only those hours actually worked, holiday leave hours, court attendance leave hours, bereavement leave hours, and administrative leave hours authorized solely due to the emergency closing of the College shall be included in computing the 40 hours for overtime pay purposes.

An associate or support 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, Development, and Engagement; 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 in occupational classes designated as nonexempt in accordance with the Fair Labor Standards Act shall be compensated for hours worked in excess of 40 hours per 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 in occupational classes designated as exempt in accordance with the Fair Labor Standards Act shall be compensated for hours worked in excess of 40 hours per week provided the overtime was approved in advance by the first-line administrator. The rate of pay for overtime worked by an exempt employee shall be the employee's regular rate of pay.
- 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. Night Shift Differential Pay for Associate and Support Staff Employees

Associate and support 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 premium established periodically 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 Vice President of Human Resources, Development, and Engagement (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.

VII. 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 and Provost, or Vice President 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.

VIII. 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 and Provost, or Vice President 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.

IX. Salary Adjustments Increment

- A. Upon recommendation of the president and as authorized by the Board of Trustees on a date specific, associate staff and support staff employees may receive an increment if:
  - 1. The employee has successfully completed the six month probationary period; and
  - 2. The employee is not at the maximum of the assigned salary grade; and
  - 3. The overall rating on the employee's performance evaluation is "meets expectations," "exceeds expectations," or "far exceeds expectations."

- B. Upon recommendation of the president and as authorized by the Board of Trustees, associate staff and support staff employees may receive a one time (no increase to base salary) lump sum recognition bonus as follows:
1. Employees receiving an overall rating of "far exceeds expectations" may receive up to two thousand (\$2000) dollars; Employees receiving an overall rating of "exceeds expectations" may receive up to one thousand (\$1000) dollars.
  2. The total amount available for recognition bonuses will be recommended by the President and authorized by the Board of Trustees.
  3. In the event the total number of staff eligible for bonuses would exceed the total amount listed above, the individual bonus amounts will be lowered and proportionally recalculated.

C. Administrators

Pay for performance adjustments for administrators shall be determined by the President and shall be based upon an annual evaluation of performance. The adjustment for performance will be made on a date specific as follows:

1. Administrators receiving an overall rating of "meets expectations: will receive the same percentage increase as the increment increase authorized for associate and support staff;
2. Administrators receiving an overall rating of "exceeds expectations" will receive the same percentage increase as the increment increase authorized for associate and support staff plus one (1%) percent;
3. Administrators receiving an overall rating of "far exceeds expectations" will receive the same percentage increase as the increment increase authorized for associate and support staff plus two (2%) percent.

However, an administrator's salary may not exceed the maximum salary of the range of pay to which his or her position is assigned.

X. Degree Attainment – Salary Enhancement for Associate and Support Staff and Administrators

Subject to fiscal constraints, on or after July 1, 2013, where an associate staff, support staff, or administrator earns progressively higher degrees (Associate, Bachelors, Masters, and/or professional or terminal degrees) from a regionally accredited institution during the course of employment, the employee shall inform the Office of Human Resources, Development, and Engagement of such accomplishment and request a degree advancement salary enhancement equal to one increment. Any increases will be prospective. Only two such salary enhancements may be granted during the course of an individual's employment at the College.

XI. Salary Adjustment – Reallocation of job class to a higher grade – Associate and Support Staff and Administrators

Where job classes are reallocated to higher grades as a result of the maintenance of the classification system, the incumbents in that job class shall receive the equivalent of an increment. However, an employee's salary may not exceed the maximum salary of the range of pay to which his or her position is assigned.

XII. Longevity Award – Administrators, Associate and Support Staff

A. Eligibility

An Administrator, Associate or Support Staff employee with consecutive satisfactory performance who has been at the top of his/her salary grade for five consecutive years shall be eligible to receive a one-time longevity award increase to be added to the staff employee's base salary. "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 salary adjustment shall be automatic and shall be effective on the first day of the first pay period following the pay period in which the employee's merit increment date falls.

C. Amount

The award shall be in the amount of \$1,560 and shall be a permanent part of the employee's base salary. In subsequent years, the employee's salary can exceed the top of the grade by no more than this amount. The increase is pro-rated for part-time employees based on the percentage of time worked relative to a full-time schedule.

XIII. PromotionsA. Administrators

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

B. Associate and Support Staff

1. An employee who is promoted to a higher level position within the College will receive the following compensation increment:
  - a. If the promotion involves a one-grade increase, the employee will also receive a percentage increase in rate of pay equal to the established differential between the grade to which the individual is being promoted and the immediately preceding grade.
  - b. If the promotion involves more than a one-grade increase, the promoted employee will receive a percentage increase in rate of pay equal to the established differential between the grade to which the individual is being promoted and the immediately preceding grade, plus an additional two percent increase for each grade in excess of the one grade.
2. In all promotion situations, the employee who is fully qualified will be paid a salary no less than the lowest pay rate of the rate of the classification level to which that employee has been promoted.



XIV. Temporary Salary Adjustment

- A. A temporary salary adjustment may be given to an administrative, associate, or support 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 duties to area administrators. The Vice President of Human Resources, Development, and Engagement or designee is responsible for determining the need for temporarily assigning duties to staff.
- B. Temporary assignments shall normally be for a period of at least thirty (30) days but no more than one year. The length of the assignment shall be established at the time it is approved. 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 Vice President of Human Resources, Development, and Engagement, the Senior Vice President for Academic Affairs, the Senior Vice President for Student Services, or the Senior Vice President for Administrative and Fiscal Services 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 Vice President of Human Resources, Development, and Engagement or designee for staff.
- C. 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."
- D. If a College employee has been satisfactorily performing the duties assigned to a vacant position for at least one year, and a recruitment effort has not been initiated, the President (for Administrators) or the Vice President of Human Resources, Development, and Engagement (for Staff), after consultation with the Chief Equity and Diversity Officer, may assign the employee to the vacant position on a regular basis.
- E. 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.
- F. A recommendation for a temporary salary adjustment to assume higher level duties and responsibilities will normally be made by the employee's immediate supervisor through appropriate administrative channels to the Vice President of Human Resources, Development, and Engagement (or designee) who will review the request. For administrators, the Vice President of Human Resources, Development, and Engagement will make a recommendation to the appropriate senior vice president, who will make the final decision. For associate and

support staff, Vice President of Human Resources, Development, and Engagement (or designee) will make the final decision.

- G. For associate and support staff, there will be an appropriate temporary salary adjustment, as provided in Section XIII regarding "promotions." For administrators, a temporary salary increase shall be approved by the appropriate senior vice president, upon the recommendation of the Vice President of Human Resources, Development, and Engagement.

XV. 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 administrative, associate, and support 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.

XVI. 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 administrative, non-bargaining associate and support 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 an 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.

XVII. 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 one (1) individual membership 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.

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