



# UMGC BENEFITS OVERVIEW

For Overseas  
Contingent III Employees



## Learn More About Working at UMGc

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

## Defining a Contingent III Employee

An overseas contingent III employee is exempt (salaried) and employed under contract either full-time or part-time (50 percent or more) for a term of more than six months. These contracts may be renewed on an annual basis. Overseas contingent III employees work throughout the university's Asia and Europe divisions in many departments, bringing them in contact with students, faculty, and staff in a wide variety of functions.

## Compensation

As an overseas contingent III employee, you will receive a monthly paycheck (subject to required withholdings) that includes a base salary with a retirement stipend, and health, dental, vision, and prescription benefits (see Medical Benefits and Insurance).

## Time Off (Prorated Based on Full-Time Equivalency)

- Annual time off
- Sick time off
- Personal time off
- Holidays

## Medical Benefits and Insurance

Overseas contingent III employees who work on average 20 or more hours per week (50 percent or more full-time equivalency) are eligible for subsidized health, dental, vision, and prescription benefits offered by either the state of Maryland or by Clements Worldwide.

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

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

# UMGC BENEFITS OVERVIEW—OVERSEAS CONTINGENT III EMPLOYEES

## Medical Benefits and Insurance, cont.

The state of Maryland offers a CareFirst BlueCross BlueShield PPO plan (including vision coverage), United Concordia DPPO dental plan, and MedImpact prescription plan. Overseas employees also have the option of enrolling in Clements Worldwide health, prescription, dental, and vision coverage.

Accidental death and dismemberment insurance and group life insurance is also available.

## Retirement

Overseas contingent III employees receive a retirement stipend equal to 7.25 percent of their base salary and are eligible to contribute to a supplemental retirement account (SRA). The companies that administer these plans are Fidelity Investments and TIAA. Plan choices include 403(b), 457(b), and Roth 403(b). The university does not provide subsidies or matching funds.

## Tuition Remission

UMGC offers a tuition waiver program that allows overseas contingent III employees to enroll in a maximum of 8 credits per semester with any stateside, Europe, or Asia division at UMGC, free of tuition charges. Eligibility is dependent on meeting admission criteria and any enrollment caps. Spouses and dependent children of employees are eligible for undergraduate tuition remission after two years of service. NOTE: For part-time employees (at least 50 percent time), tuition remission benefits are prorated.

## Spouse and Dependent Scholarship

- Tuition covered for one undergraduate or graduate course per semester at UMGC, based on fund availability
- Only applicable when tuition remission is not available

## Direct Deposit

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

## Accidental Death and Dismemberment Insurance

- Offered through MetLife
- Provides coverage for accidents that occur on or off the job

## Term Life Insurance

Offered through MetLife

## Long-Term Disability Insurance

Offered through MetLife

\* Must be at least 50 percent FTE to be eligible for LTD

## Allowances—Moving

A moving allowance may be available, subject to terms, conditions, and agreements.

## About UMGC

University of Maryland Global Campus was founded more than 75 years ago specifically to serve the higher education needs of working adults and military servicemembers. Today, UMGC is the largest provider of postsecondary education in Maryland and continues its global tradition with online and hybrid courses, more than 175 classroom and service locations worldwide, and more than 135 degrees and certificates backed by the reputation of a state university and the University System of Maryland. For more information, visit [umgc.edu](http://umgc.edu).

## Equal Employment Opportunity

UMGC is an Equal Opportunity Employer. For more information, please see UMGC's Affirmative Action, Equal Opportunity, and Sexual Harassment Policy at [umgc.edu/eoo](http://umgc.edu/eoo).

## Annual Safety and Security Report

The Annual Safety and Security Report is available to prospective employees and includes information about campus crime and security. Please visit [umgc.edu/safety-and-security-annual-report](http://umgc.edu/safety-and-security-annual-report) to view the report.

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

**QUESTIONS?  
NEED ADDITIONAL INFORMATION?**  
[umgc.edu/careers](http://umgc.edu/careers)



University of Maryland Global Campus (UMGC) is a member of the Middle States Commission on Higher Education (MSCHE), which is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation activities for institutions of higher education throughout the United States. MSCHE last reaffirmed UMGC's accreditation status on June 23, 2015. UMGC is a constituent institution of the University System of Maryland and is governed by the USM Board of Regents. UMGC is certified to operate in Virginia by the State Council of Higher Education for Virginia. University of Maryland Global Campus, 9625 Belvoir Road, Barden Education Center, Building 1017, Room 128, Fort Belvoir, VA 22060.