

Adjunct Faculty Summary of Benefits

Professional Development Opportunities

The Center for Faculty and Staff Development office provides a variety of free learning opportunities for adjunct faculty. In addition, adjuncts are eligible to participate in local and state events and conferences (such as Maryland Consortium for Adjunct Faculty Professional Development, Association of Faculties for Advancement of Community College Teaching, Maryland Distance Learning Association); registration fees are reimbursed. For more information, visit: <http://ola4.aacc.edu/lmstarkey/>

Tuition Waiver

Adjunct faculty who are active, in good standing and who have minimally taught a credit or noncredit class within the past 18 months are eligible for a tuition waiver for courses at AACC. Adjunct faculty should complete a tuition waiver form and attach a copy of the current waiver eligibility status report, obtain appropriate signatures and submit the approved waiver and status report to the Cashier's Office. The Adjunct Faculty Tuition Waiver Form (for part-time credit and noncredit faculty) is available on the Intranet, Teaching and Learning, Forms, Page Two. Instructions for accessing the eligibility report can be found on the tuition waiver form.

Wellness

An on-site Fitness Center is available for use with no cost to all active adjunct faculty. In addition, Health Services are available from a staff of registered nurses, including smoking cessation programs, blood drives and an annual health fair.

For more information on the Fitness Center, visit: <https://www.aacc.edu/resources/campus-amenities/fitness-center/>

For more information on Health Services, visit: <https://www.aacc.edu/resources/health-and-personal-counseling/health-center/>

Service Awards

An annual recognition ceremony is held for adjunct faculty with 10 and 20 years of service. Faculty members may personally select a gift from a catalog of expansive options.

Employee Discounts

Adjunct faculty are eligible for employee discounts (e.g., Microsoft Office and Adobe software, AACC Bookstore, local businesses). More information is available on the Intranet, Human Resources, Benefits, General Benefits Information.

State Employees Credit Union (SECU)

Employees and family members may join SECU at any time. In addition to free checking and savings accounts, a variety of loans are available. For more information, visit: <https://www.secumd.org/>

403(b) Tax Shelter Annuities

As an educational institution, it is possible for AACC employees to shelter a portion of their salary. There are several companies from which to choose: TIAA, Fidelity, VALIC and T. Rowe Price. Tax laws govern enrollment and administration of the plans. Calendar year 2018 annual limits are \$18,500 for under age 50 and \$24,500 for age 50+. The 403(b) form can be found on the Intranet under Human Resources, Forms.

457(b) Deferred Compensation Plans

A 457(b) plan allows employees the option for additional tax-free retirement savings options over and above the 403(b) Supplemental Retirement Plan the college currently offers. Like the 403(b) plan, you choose how to allocate your pretax payroll contributions from a wide range of investment and account options. This plan is administered by TIAA. The 457(b) form can be found on the Intranet under Human Resources, Forms.

Direct Deposit

Employees are encouraged to take advantage of payroll direct deposit, whereby your paychecks are wired directly into your bank account each payday. Please complete the Direct Deposit Form, attach documentation per the instructions and submit to Human Resources, Ludlum 106. With direct deposit, each pay period you will receive an email notification and can review your pay advice online by logging onto [MyAACC](#). The Direct Deposit form can be found on the Intranet under Human Resources, Forms.

Child Development Center

The Child Development Center is located on the main campus in Arnold and provides child care and preschool education. The center is accredited by the National Association for the Education of Young Children and licensed by Maryland Department of Education. For more information, visit:

<http://www.aacc.edu/resources/child-care-services/>

Cultural Events and Sporting Events

AACC holds a variety of events and performances throughout the year. For more information on events at AACC, visit: <http://www.aacc.edu/calendar/>

Library

The Truxal Library, located on the main campus in Arnold is available to employees. Library cards may be obtained in person, at the Circulation Desk. For more information, visit:

<https://www.aacc.edu/resources/academic-services/library/>

Anne Arundel Community College reserves the right to modify, amend, suspend or terminate any plan at any time and for any reason without prior notification.

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.