



Part-time Faculty Summary of Benefits

Professional Development Opportunities

The Center for Professional Learning office provides a variety of free learning opportunities for part-time faculty. In addition, part-time faculty are eligible to participate in local and state events and conferences (such as Maryland Consortium for Part-time Faculty Professional Development, Association of Faculties for Advancement of Community College Teaching, Maryland Distance Learning Association); registration fees are reimbursed. For more information, visit: [MyAACC](#), Intranet, Professional Development.

Tuition Waiver

Part-time 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. Part-time 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 Part-Time Faculty Tuition Waiver Form (for part-time credit and noncredit faculty) is available on [MyAACC](#), Intranet, Learning Resources Management, Business and Financial Resource Office, Accounts Receivable, Tuition Waiver for Part-Time Faculty. 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 part-time faculty. In addition, the [Health and Wellness Center](#) is staffed by registered nurses. Services include over-the-counter medications, smoking cessation programs, blood drives and an annual health fair.

Employee Discounts

Part-time 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, Employee Discounts.

Safe and Sick Leave

Information, guidelines and procedures for the Maryland Healthy Working Families Act is available on [MyAACC](#), Intranet, Human Resources, Leave and Time Recording, Safe and Sick Leave.

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. Tax laws govern enrollment and administration of the plans. If interested, contact benefits@aacc.edu to obtain the appropriate 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. If interested, contact benefits@aacc.edu to obtain the appropriate 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. With direct deposit, each payday you will receive an email notification and you can review your earnings statement online by logging onto [MyAACC](#), Self-Services, Banking Information.

Cultural Events and Sporting Events

AACC holds a variety of [events and performances](#) throughout the year.

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.

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.