

Part-Time Employee Benefits

Part-time employees, while not eligible for our full-time benefit package, are covered by State mandated benefits. These benefits as well as additional perks for part-time staff are discussed below:

BJ's Membership Discount

The College has a business account with BJ's Wholesale Club, and College employees are entitled to become supplemental Members. The fee for one year is \$30.00. For more information on obtaining a membership, please contact the Administration office. Membership is subject to availability on the College business account.

Earned Sick and Safe (ESS) Leave

It is the policy of Carroll Community College to provide paid "Earned Sick and Safe" (ESS) Leave for part-time employees 18 and older who regularly work at least 12 hours per week. This includes: hourly part-time, credit adjunct faculty, non-credit adjunct faculty, coaches, student workers, temporary and seasonal employees if they meet the hourly requirements. Part-time employees who meet the above requirements will accrue one hour for every 30 hours worked, up to 40 hours of Sick and Safe Leave in the defined year beginning on their first day of employment. For more information on the Sick and Safe Leave policy and the use of accrued leave, please see your immediate supervisor.

First Financial Federal Credit Union

Employees and family members may join FFFCU at any time. Please see Human Resources for an application packet or go to www.firstfinancial.org/open to join online.

Fitness Center

You are welcome to use the College Fitness Center, located in the P Building, during non-working hours. The Center does require a College ID, which may be obtained by contacting Human Resources.

Library Center

You are welcome to borrow materials from the library as a College employee. The library does require a College ID prior to issuing a library card, which may be obtained by contacting Human Resources.

Supplemental Retirement Plan

This is a program that allows you to save for your retirement years through tax-free payroll contributions. The plans that we offer include TIAA-CREF and Fidelity Investments. If you are interested in participating, please contact Human Resources, and we will provide you with the necessary documents to complete your enrollment.

Tuition Waiver for Non-Credit Courses

If you wish to take a non-credit course (through Continuing Education & Training) that is directly related to your job, the tuition may be waived, with the approval of your supervisor, area vice president, and Human Resources.

Wellness Events

You are welcome to attend any College-sponsored wellness events on campus or virtually throughout the year.



Employee Email Address

It is your responsibility to routinely check your College email address for important College communications. If you are unsure what your College email address is, please discuss it with your supervisor. All employees must setup their Microsoft Office 365 account, as this will provide access to the Password Reset Portal. You are responsible for annual security training if you have a College email address.

Employee Parking Pass

You may obtain an employee parking permit from the Facilities Department in Room A203. This will allow you to park in the Faculty and Staff spaces on the parking lot. This is the same location where you obtain College keys, if authorized.

e2Campus

Please enroll in e2Campus, by accessing www.carrollcc.edu/e2campus/. This is an electronic system that notifies you of emergency alerts by cell or email. It includes messages about when the College is closed for inclement weather.

Contact

Human Resources/Payroll is available to answer questions you may have about your employment.

Our usual office hours are Monday through Friday, from 8:30 am to 4:30 pm. You may also reach us by phone at 410-386-8030 or email hr@carrollcc.edu.

We hope that you enjoy being part of our College community.