



## Policy and Procedures Manual Application: Full Time Faculty Section F4.5 Other Services

### ***F4.5 Other Services to Faculty***

#### **F4.5.1 Academic Year Salary Payment**

The academic year salary is payable in twelve (12) equal installments at the end of the month. The first installment is paid on August 31 and monthly thereafter so that the final two (2) installments are paid on June 30.

#### **F4.5.2 Annuity Contracts**

Several companies have been authorized to sell annuities to East Central University faculty members. A list of the authorized companies is available from the Business Office.

Annuities are available only to full-time employees of the university. The annuity contract for faculty is restricted to the academic contract year so that the amount to be contributed is deducted as a payroll deduction from the twelve (12) equal installments.

#### **F4.5.3 Salary Payroll Deposits**

Payroll deposits are done electronically. For further information on how to receive payroll warrants contact the payroll clerk in the Employment Services Office.

#### **F4.5.4 Check Cashing**

The East Central Bookstore or the Bursar's Office will cash personal checks for faculty members. Proper identification is required.

#### **F4.5.5 Bookstore**

Discounts of 10% with proper identification (computer software excluded). Cap and gown rentals are processed through the bookstore.

#### **F4.5.6 Recreational Facilities**

Faculty and their families are eligible for a fee to use the facilities in the state-of-the-art wellness center. Contact the Wellness Center for more information on enrollment, hours, and schedules.

#### **F4.5.7 Health Services**

Health Services provides health care to faculty and staff comparable to that provided for students. Students will be given first priority when faculty/staff schedule appointments. Health Services is located in the Student Union.

Counseling Services is available in the Counseling Office in the Student Union for students. Faculty and staff may refer students.

#### **F4.5.8 Physical Plant**

Work orders are to be placed in MyECU through the Maintenance Request Form under the Employee tab.

#### **F4.5.9 Travel**

All travel is governed by the Oklahoma Management Enterprise Services (OMES).

The university encourages travel of the faculty for business purposes and professional development. Policy states that the dean of the college/school, or the appropriate academic supervisor, shall make the final determination as to granting permission for travel. It is generally expected that faculty members may receive reimbursements for business purposes and for limited professional development activities subject to justification.

All claims for reimbursement of travel expense incurred on state business shall be made as provided by statute on approved travel claims. Claims shall have itemized receipts attached thereto when submitted to the business office for approval and submission payment.

No claim for first-class air travel will be honored unless a showing has been made by the employee or agency involved that coach travel was unavailable.