# *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.

## F4.5.2 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.

## F4.5.3 Bookstore

The East Central Bookstore will cash personal checks for faculty members. Proper identification is required. Faculty receive discounts of 10% with proper identification (computer software excluded). Cap and gown rentals are processed through the bookstore.

## F4.5.4 Recreational Facilities

Faculty and their immediate families have free access to the facilities in the state-of-the-art wellness center. Contact the Wellness Center to sign up, get an ECU Wellness ID, and for more information on hours and schedules.

## F4.5.5 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 are located in the Student Union.

East Central University participates in an employee assistance program (EAP) that provides short-term counseling for personal problems which affect work performance. For more information or to access the EAP, contact Employment Services: Benefits Coordinator Kamryn Stout (kamdsto@ecok.edu or 580-559-5823) or Director of Employment Services Ty Anderson (tanderson@ecok.edu or 580-559-5217).

Counseling Services are available in the Counseling Office in the Student Union for students, faculty, and staff, but students have priority. Faculty and staff may refer students.

## F4.5.6 Physical Plant

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

## F4.5.7 Travel

All travel is governed by the Oklahoma Management Enterprise Services (OMES). ECU follows the State of Oklahoma (OMES) Travel reimbursement that is governed by Title 62 and Title 74-500 et seq.
https://omes.ok.gov/services/employee-benefits/travel

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.