



Faculty Benefits and Services

Pay

Employees working for state agencies or under the *Oklahoma State Regents for Higher Education System* are paid by direct deposit to an account at the employee's financial institution.

Employees who are unwilling or unable to have an account at a financial institution must use the Oklahoma PayCard to receive their pay. Access to the funds on this card (which come from electronic deposits of OSU paychecks), is only available electronically either through ATM cash withdrawals or store/vendor purchases. Fees are associated with the PayCard. Questions regarding direct deposit or the PayCard should be directed to Human Resources.

Faculty positions are set up to be paid on the monthly payroll cycle. Payment is made on the last working day of the month. Every possible attempt will be made to adhere to these schedules, but in unusual situations, adjustments may be necessary.

OSU does not issue paper pay stubs or vouchers. Instead, detailed information about the employee's pay information (including past paystubs and W-2s) can be obtained in Employee Self Service at my.okstate.edu. Additionally, employees who activate their O-key (access system) will receive automatic email notifications of the net amount of their paycheck several days prior to payday.

In addition to any merit or cost-of-living increases that might be granted, faculty members can receive increases in their salary based on length of service and additional

educational attainment. Faculty members can receive salary adjustments yearly for up to a total of ten years' experience. Faculty can also receive salary adjustments for additional graduate credits earned and/or graduate degrees.

Insurance & Flexible-Benefit-Plans

OSU-Oklahoma City provides a generous and comprehensive benefit package to its employees. Group insurance and flexible benefit plans are available to employees who have a regular and continuous (non-temporary) work assignment of at least six months and an FTE of .75 or greater. The benefit package includes a cost-sharing plan, with OSU paying a portion and the employee paying a portion (which is payroll deducted). Employees must enroll self and dependents (if applicable) within 30 days of eligibility date to avoid adverse consequences. Insurance options include health, dental, vision, life, long-term disability, and cancer coverage.

Flexible benefit plans are also available to employees. Flexible benefit plans (IRS Section 125) allow employees to tax-shelter employee-paid health, dental, and vision premiums, unreimbursed medical expenses and dependent care expenses.

For more details on the insurance and flex plans, including the various options and cost, visit <https://hr.okstate.edu/benefits> .

Employee Assistance Program

An Employee Assistance Program (EAP) is a confidential resource for employees, provided free of charge. EAP represents a commitment by the University to improve the well-being of employees through professional programs that can provide counseling assistance in addressing personal difficulties. ComPsych GuidanceResources Worldwide offers a variety of assistance online, via telephone, and in person 24 hours a day, 7 days a week. Your GuidanceResources services include:

Employee Assistance Program (EAP) for Confidential Counseling

Life can be stressful. Your EAP is designed to provide short-term counseling services for you and your dependents to help you handle concerns constructively, before they become major issues. Call anytime about concerns such as marital, relationship and family problems; stress, anxiety and depression; grief and loss, job pressures and substance abuse.

Work-Life Solutions

Too much to do, and too little time to get it all done? The work-life specialists at ComPsych can do the research for you, and provide qualified referrals and customized resources for child and elder care, moving, pet care, college planning, home repair, buying a car, planning an event, selling a house and more.

Legal Support

With GuidanceResources, you have an attorney "on call" whenever you have questions about legal matters. Speak with on-staff licensed attorneys about legal concerns such

as divorce, custody, adoption, real estate, debt and bankruptcy, landlord/tenant issues, civil and criminal actions and more. If you require representation, you can be referred to a qualified attorney for a free 60-minute consultation and a 25 percent reduction in customary legal fees.

Financial Information

Everyone has financial questions. With your GuidanceResources benefit, you can get answers to your questions about budgeting, debt management, tax issues and other money concerns from on-staff CPAs, Certified Financial Planners® and other financial experts, simply by calling your toll-free number.

Wellness

HealthyGuidance® helps you make positive lifestyle changes. You and your spouse or domestic partner can get the tools and support you need to make smarter decisions about your health.

GuidanceResources® Online

Go online to access timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial, and free time. You can search for qualified child and elder care, attorneys and financial planners as well as ask questions, take self-assessments and more. GuidanceResources is available to you 24 hours a day, 7 days a week.

There are two ways to access your GuidanceResources benefits:

1. Go to www.guidanceresources.com reach the website, click the link for I am a first-time user
 - a. Enter OKSTATEEAP as your Web ID, then create your user ID and password Retirement Programs
2. Call 855.850.2397. You'll speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.

Retirement Plans

Newly hired employees have a choice between two retirement plans; Oklahoma Teacher's Retirement (OTR) or the OSU Alternate Retirement Plan (ARP). Retirement benefits are available to employees who have a regular and continuous (non-temporary) work assignment of at least six months and an FTE of .75 or greater. Eligible employees must decide within 30 days of hire to participate in one of these plans. This decision is irrevocable (meaning it can never be changed). If the new employee fails to decide within the 30 days, they will be default enrolled into Oklahoma Teacher's Retirement. For more details on the retirement plans, visit https://hr.okstate.edu/benefits/retirement_plan.

Additional Savings and Investment Opportunities

Regardless of the OSU retirement plan selected, employees can also choose to save money through tax-sheltered annuities and deferred compensation programs. These voluntary pre-tax savings opportunities allow the employee to set aside additional money toward retirement. Contributions to the 457(b) Deferred Compensation Plan or 403(b) Supplemental Tax Deferred Annuity Program are deducted before federal and state taxes from your regular paychecks and invested through each plan's investment. For more information, please visit <http://hr.okstate.edu/benefits/vrp>.

Statutory Benefits

Statutory benefits include those benefits which are mandated by law, such as social security and Medicare, worker's compensation insurance and unemployment compensation. The employee and OSU each contribute to social security and Medicare. Worker's compensation covers an employee's medical expenses and loss of income resulting from work-related injury or illness. Unemployment compensation provides economic security for a worker during temporary periods of unemployment.

Although not always considered as benefits, they can offer valuable forms of compensation to the employee and are part of the total cost that OSU expends in compensation for employees.

Sick Leave

Sick leave is defined for the purpose of this policy as absence from assigned duty, such absence resulting from a personal illness or incapacity which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated. Qualifying family member includes but is not limited to parent, sibling, spouse, child, grandchild, grandparent, or corresponding in-law relationships.

Full-time faculty accrue sick leave at the monthly rate of 19.56 hours during the months of September thru May (a total of 22 days per year). Sick leave does not accrue during the months of June, July and August. The maximum accrual for sick leave is 200 working days or 1600 hours. Amounts in excess of 1600 hours that would otherwise accrue will be transferred to the extended sick leave account. This account has no cash value or actual sick leave value other than for OTRS purposes. Part-time faculty accrues sick leave hours and maximums proportionately to their FTE.

The faculty member shall give notification of absence due to illness or incapacity to the appropriate division/department head. Each division will determine its call-in procedure and communicate to the faculty member. Sick leave used records will be accurately maintained by the department and reported each month through the payroll monthly confirmation report. Upon separation of employment, unused sick leave is forfeited.

For further details on faculty sick leave, refer to [OSU Policy 2-0113-Faculty Sick Leave](#)

Annual Leave

Faculty who have 12-month continuous assignments are eligible for annual leave. Faculty who have 9 or 10 month assignments are not eligible for annual leave. Twenty-two working days of annual leave are days available for use on July 1 each year. Any leave not used by June 30 of the following year is forfeited. Newly hired faculty will receive a pre-rated portion of annual leave hours, based on the month of hire.

Annual leave must be approved in advance with the division/department head. Each division will determine its procedure and communicate to the faculty member. The use of annual leave will be accurately maintained by the department and reported each month to Human Resources through the monthly absence reports.

Upon separation of employment, unused annual leave is forfeited.

Holidays

The following are holidays that will normally be observed by all departments and divisions of the campus through closing all offices.

New Year's Day	Thanksgiving Day
Martin Luther King Jr. Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
July 4 th	Three additional workdays
Labor Day	
Fall Break - two days	

Depending on how days fall in the year during the Christmas break, other workdays may be designated as days that the campus will be closed. 12-month faculty will be required to use annual leave for any days designated as mandatory leave days. For assistance with any questions on benefits, please contact the OSU-Oklahoma City Human Resources Office at (405) 945-3298.

Religious Holidays

OSU will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled workdays. To avoid disruption to normal work schedules, employees must request in writing to the department head at least one week in advance. Time off will be granted unless such leave would cause undue hardship to the department.

Paid Personal Time Off

Funeral Leave

Employees shall be granted, upon request, up to three working days of funeral leave with pay upon the death of a related person in the immediate family; or for one day, upon request, of funeral leave with pay upon the death of a related person not in the immediate family. For the purpose of this policy, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters, or corresponding in-law relationships.

In some cases, the three days of funeral leave are not sufficient. In such cases, additional administrative leave with pay may be authorized by the appropriate department head, vice president, and Human Resources.

When covered funeral leave occurs while the employee is on leave without pay, paid funeral leave is not granted. When such leave occurs while the employee is on annual leave or sick leave or other paid leave, the funeral leave will supersede the other type of leave.

Catastrophic Leave

An employee who suffers **individual, personal** misfortune because of an event such as fire, explosion, flood or violent weather may be granted up to three working days of paid administrative leave may be authorized by the appropriate division head, vice president, and Human Resources, if the event occurs while the employee is not on leave without pay.

Inclement Weather

At times, usually in winter, travel to and from the campus for work will be difficult due to bad weather. In rare instances, the administration of the institution will make the decision to close all offices except those recognized as necessary to maintain essential services.

Court Leave

Employees who are called to serve as a member of a jury panel shall be granted a leave of absence with pay. The employee may retain fees paid by the court in connection with the jury panel duty.

When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual or sick leave, the paid court leave will supersede the other type of leave.

A leave of absence with pay shall be granted the employee when the court appearance is the result of an act performed by the employee as part of his/her official duties as an employee of OSU-Oklahoma City. The employee is not entitled to receive any fee for serving as a witness pertaining to his/her OSU employment.

In no case shall a leave of absence with pay be granted to any employee when the court appearance is the result of the employee being involved in a personal litigation case outside his/her scope of employment. Annual leave, if applicable, may be used in lieu of a leave of absence without pay.

Voting Leave

Under Oklahoma statutes, an employee may have two hours or more time off to vote, if distance to polls requires it, provided all of the following conditions are met:

- The employee must make a request for such time off in writing the day prior to the election. The supervisor will decide what time in the work schedule to give for voting.
- Employees will not lose any compensation or incur penalty for the absence if they provide proof of voting.
- Time off for voting is not required if the employee has three hours after the opening of polls before the work day begins or three hours after the close of the work day before close of polls. A supervisor may change work hours to provide for such a three-hour period.
- Time off to vote would be considered administrative paid leave.

Leaves of Absence

Requests for Leaves of Absence may be granted at the institution's discretion to regular, full-time employees to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence. For complete details regarding the following "leave of absence without pay" categories, please contact the Human Resources Office.

OSU-Oklahoma City does not discriminate by reason of race, age, creed, color, sex, age, disability, sexual orientation, veteran status, or national origin in its leave policies, including but not limited to, leave with pay and leave without pay for educational or professional purposes, sick leave including maternity leave, annual leave, or administrative leave. Illness due to pregnancy shall be treated as any other temporary medical condition.

While no loss of service credit occurs during an approved leave of absence, there are other factors to consider such as benefit continuation, reinstatements, and approval processes. See your supervisor and/or the Director of Human Resources for these details.

Requests for Leaves of Absence Include:

The Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members. The policy ([OSU Policies and Procedures](#),

[Family and Medical Leave Act, 3-0708](#)) sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual act and regulations issued by the federal government implementing the act shall prevail.

Depending on individual circumstances of the leave, faculty may also be concurrently eligible for paid sick leave benefits under [OSU Policy and Procedures 2-0113 \(Faculty Sick Leave\)](#).

Long-Term Disability (LTD) Leave

OSU-Oklahoma City is committed to assisting employees when they suffer from a debilitating illness or injury by providing an opportunity for long-term disability (LTD) insurance coverage and related benefits. To be eligible for LTD and related benefits, an employee must be in a continuous regular position of at least .75 full-time equivalent (FTE) with an assignment of six months or more and must be enrolled in the LTD insurance program.

The LTD insurance program requires 180 days from the onset of disability before insurance benefits commence payment. This first 180 days is called the “elimination period”. No benefits are received from the LTD insurance program during this time. For more information about LTD, such as claims, leave of absence with pay and pay during leave of absence with pay, please refer to [Oklahoma State University Policy and Procedures, Long-term Disability, 3-0750](#).

Personal Leave without Pay

All employees may make written request for a leave without pay for personal reasons, including childcare. All such requests will be considered on an individual basis, and generally shall not exceed six months. Authorization shall be based on department and employee needs, on the employee’s plan to return to the job, and on availability of funds to return. All annual leave and compensatory leave accumulation must be exhausted before personal leave without pay begins. The appropriate vice president must approve any exceptions.

Military Leave

Federal law prohibits discrimination by employers against persons because of their service in the armed forces of the United States and in certain related uniformed services in order to encourage non-career service in the armed forces. For full details of policy, refer to [OSU Policy and Procedures 3-0719 \(Military Leave\)](#).

Additionally, the Oklahoma Legislature has adopted laws, which provide special benefits to state employees who serve in the Armed Forces. Oklahoma State University, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the University and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts particular to a given instance of military service.

When faced with a unique or unclear question regarding the application of University policy and state and/or federal law to a particular case, unit administrators should consult with OSU Human Resources for assistance and direction. For assistance with any questions on benefits, please contact the OSU-Oklahoma City Human Resources Office at (405) 945-3298 or come by their office, located in the Administration Building.

Other Services

Educational Assistance Program

With the approval of the department head or dean, a full-time continuous employee who can meet the academic requirements of the institution, may receive a tuition waiver (one-half) for no more than six (6) credit hours for the fall and spring semesters and for no more than three (3) credit hours for the summer semester. Only one (1) course (maximum of four credit hours) may be taken during the normal hours of employment. The employee's supervisor must approve such time. Time lost in taking this course shall be made up at some mutually agreeable time between the employee and the supervisor.

An employee may also receive a waiver for the second half of the tuition if the employee earns a grade of at least a "C" grade upon completion of the course. The second half of tuition and fees will be waived upon the employee's request and verification of the grade requirement. If the employee does not complete requirements for the course, he/she must pay the remaining tuition and fees and may not enroll in other courses until balance has been paid in full. The second-half tuition waiver is only applicable to OSU-Oklahoma City campus employees taking OSU-OKC courses.

To be eligible for a fee waiver, the employee-student must submit a completed "Request for Faculty/Staff Fee Waiver" form to their supervisor, Director of Human Resources, and the Scholarship Coordinator for signatures. Forms may be obtained in the Human Resources Office.

OSU Foundation Payroll Deduction

Personal donations to OSU-Oklahoma City through payroll deductions can be made to benefit any department, division or project. As little as \$5.00 per month may be directed from your paycheck toward the program of your choice. Employees can help build their own departmental funds with the OSU Foundation for scholarships, endowments, equipment, professional development or other worthwhile activities that would not otherwise be possible. All donations are tax deductible. For more information visit <http://www.osuokc.edu/development> or for a payroll deduction form, please contact the Office of Development.

OSU-Oklahoma City Bookstore

The Bookstore is located on campus in the student center. Full-time classified, administrative/professional, and faculty employees are eligible for a 10% discount on purchases.

Employee Communications

Most campus-wide information is communicated by e-mail or campus mail. Departments that have employees, who do not receive e-mail, usually have bulletin boards on which this information is posted. Employees are responsible for keeping themselves informed by regularly reading e-mail or the bulletin board.