



APPENDIX E

BENEFITS AND GENERAL INFORMATION

E.1 GENERAL INFORMATION

Included in Appendix E are descriptions of benefits provided faculty by Cameron University, together with other general information. Since many of the items, such as group insurance, are highly technical and may change from year to year, the descriptions will be general in nature. Appendix E is therefore informational and not contractual.

E.2 INSURANCE

E.2.1 Group health, accident, and major medical insurance is purchased for all full-time faculty by the University. In addition, faculty may purchase similar insurance for dependents through a payroll deduction plan. A more detailed description of the insurance coverages is available through the Business Office.

E.2.2 Term life insurance is also purchased for all full-time faculty by the University. Faculty may purchase similar insurance for dependents through a payroll deduction plan. A more detailed description of the insurance coverages is available through the Business Office.

E.2.3 The University also purchases long-term disability insurance for all full-time faculty members. The description of insurance coverages will include long-term disability.

E.2.4 In addition, the University maintains other types of insurance that may afford coverages for faculty acting on behalf of the University in the performance of their duties. Specific questions as to these coverages should be addressed to the Business Office.

E.3 OKLAHOMA TEACHERS RETIREMENT SYSTEM

Each year the Board of Regents, acting upon the recommendation of the University administration, determines the amount of the mandatory contribution, if any, that the University will make to the Oklahoma Teachers Retirement System on behalf of individual faculty members. The amount of any such contributions will be contained in the statement of benefits that accompanies the annual letter of appointment.

E.4 PAYROLL CHECKS AND DEDUCTIONS

Payroll checks may be picked up at the Business Office on the first day of the month following the month in which services were performed, except when the first day falls on a University holiday or weekend. In such case, the checks may be picked up on the first working day after the holiday or weekend. Payroll deductions are allowed in accordance with state statutes, and specific questions concerning them should be addressed to the Business Office. The State Treasurer's office provides a direct deposit service for all employees.

E.5 FACULTY DISCOUNTS

E.5.1 Full-time faculty may enroll in up to two courses during any academic term at one-half of the regular enrollment fee. Further, full-time faculty may enroll in any course offered by the Department of Educational Outreach at one-half the regular fee and may enroll in any non-credit offering of the Department of Educational Outreach at seventy-five percent of the regular fee.



E.5.2 The Cameron University Bookstore grants discounts on textbooks, certain other books (excluding paperbacks and magazines), supplies, and gifts purchased by faculty and their dependents. The Bookstore Manager can provide information on current discounts and procedures. Free or discounted tickets to University-sponsored events are available for full-time faculty and their dependents.

E.6 COMPUTER SERVICES

Cameron University encourages faculty utilization of computing services for instruction and research. Information Technology Services provides hardware, software, and communications and operational systems, along with consultation training and maintenance services, for instructional and research activities. Some commercial firms also make hardware and software available to faculty at reduced prices. For information, faculty should contact the Information Technology Services.

E.7 OFFICE AND PARKING FACILITIES

An office and reserved parking facilities are provided to all full-time faculty members. Office equipment is not available for personal use and may not be removed from the campus without prior authorization. Faculty are responsible for any University equipment assigned for their use and must surrender the same upon termination of employment. Two reserved parking decals are issued to each full-time faculty member, teaching assistant, graduate assistant, or part-time faculty member without charge. Additional permits may be purchased from the Department of Public Safety.

E.8 TRAVEL

From time to time, faculty may travel in connection with their duties performed on behalf of Cameron University and will be reimbursed for expenses incurred in connection with the travel according to Oklahoma Statutes and University policies. Prior approval is required for all travel and must be requested on University forms. Specific information regarding travel should be sought from the appropriate department chair or from the Business Office.

E.9 COMMUNICATION

E.9.1 Long-distance telephone calls involving University business may be made from telephones that have such clearance. Authorization for long-distance clearance for individual telephones must be requested through the department chair and Dean. Long-distance calls are charged to the billing number of the appropriate academic school or department.

E.9.2 A sub-station of the U.S. Post Office which offers services ordinarily available at regular post offices is maintained in the Davis Student Union. Outgoing U.S. Mail and campus mail are picked up and delivered twice daily at each academic department.