



Adjunct Faculty Benefits and Services

Pay

All adjunct faculty shall be hired on a semester basis. Sufficient student enrollment to justify offering the course will be determined by the division head and/or vice president for Academic Affairs. Instructors will be assigned to teach courses by the department/division head and must be approved by the vice president for Academic Affairs.

All first-time adjunct instructors or returning with more than a semester break are required to report to the Human Resources Office before the first day of class.

The salary for adjunct faculty is set for the year at the time the University budget is completed. A salary is paid on a per credit hour basis and is a set amount depending on whether the course is a laboratory or non-laboratory course. Salaries are paid on a variable schedule depending on the beginning of the term.

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.

Adjunct Faculty positions are set up to be paid on the monthly payroll cycle. Payment is made on the last working day of the month of the months projected for adjunct payroll. Typically, the 16 week semesters are divided into four equal installments and paid in September through December for the Fall semester, February through May for the Spring semester. Summer is divided into two equal payment and paid at the end of June and July. Eight week courses or fast-track classes will be paid according to the dates of the classes. 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.

Additional Savings and Investment Opportunities

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.

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 after Thanksgiving
Day 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.

Other Services

Educational Assistance Program

With the approval of the department director or department head, an adjunct faculty, who can meet the academic requirements of the institution, may receive a tuition waiver (one-half) for no more than three(3) credit hours for the fall and spring semesters. Many courses offered through the technical education center are also offered at no cost to the employee.

An adjunct faculty 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 adjunct faculty does not complete requirements for the course, they 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.

To be eligible for a fee waiver, the adjunct faculty must submit a completed "Request for Adjunct Faculty Fee Waiver" form to their supervisor, Human Resources Director, 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.

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.