



April 25, 2019

DeUnna Hendrix
5 Hydrangea Court
Greensboro, North Carolina 27455

Dear Ms. Hendrix:

On behalf of the President of Miami University, I write to offer you the position of Head Womens Basketball Coach. This is an unclassified staff appointment. Please refer to your original contract for details regarding your employment.

Appointment Effective Date: 04/29/2019

Department: Intercollegiate Athletics

Annual Salary: \$215,000

End date of current appointment: 05/30/2020

Employment Terms: Annual

University Provided Benefits: Eligible

Moving Expenses: You are authorized for reimbursement of qualified moving expenses up to \$17,916.66. University policy requires receipts for reimbursement of travel expenses. You may contact any of the companies listed at <http://www.units.miamioh.edu/purchasing/ForFacultyAndStaff.php> to obtain a price quote.

This letter of appointment includes the terms and conditions of the appointment set forth within this document. This appointment is assumed to meet your acceptance unless you advise my office in writing to the contrary by 04/29/2019.

The President's 2017 Tax Act signed in December 2017 suspended the exclusion from taxable income for recipients of employer-paid moving expenses for taxable years 2018 through 2025, except for certain active-duty members of the armed forces. As a result, IRS regulations mandate that moving expenses reimbursed or paid on behalf of employees constitute taxable income.

The value of this reimbursement is included as a taxable benefit on the next paycheck after Payroll receives notification so that appropriate taxes can be withheld. These taxes include federal, state, local, and Medicare, if applicable. This amount is also included on the W-2 Wage and Tax Statement at year-end.

Effective 05/01/2019, you will be eligible for the benefits currently available to employees of Miami University. Detailed information on benefits and eligibility are found on the Total Compensation information page on our website. Please note that you have the choice to participate in either the Ohio Public Employees Retirement System or the Miami University Alternative Retirement Plan offered through a number of independent carriers. You are required to select a retirement plan within 120 days of your employment.

Miami University requires the completion of our online training modules by each new employee. The modules are as follows: (1) Harassment & Discrimination; (2) Bridges: Building a Supportive Community (Title IX); (3) Diversity: Inclusion in the Modern Workplace; and (4) Managing Bias. In addition, a former employee who is rehired after an absence of 12 months or more is required to complete the training. It is suggested that you set aside about three hours to complete all four of the training modules. New employees will receive their training assignments via email from Miami University from donotreply@lawroom.com via amaz to me. Once you select the "reply" button, the reply e-mail will be routed to OEEOTraining@MiamiOH.edu. The subject line of the e-mail will read "OEEO Online Training." You will be required to complete the training within 30 days from the date you receive email notification with login instructions. Should you fail to complete the training within this 30-day timeframe you will be terminated from employment.

There are also several other matters that must be attended to in order for you to begin employment. Federal law requires you to personally present documentation regarding eligibility for employment before you can be hired and requires the University to complete a form known as an I-9.

A list of the acceptable documentation is enclosed. You must bring acceptable documentation with you to New Employee Orientation on your first day of employment. This session will last approximately two hours and you will complete necessary paperwork for employment, payroll and benefits while there. If you have been notified by your department that your New Employee Orientation session will be delayed or if you are being hired to a non-benefits eligible position, you must bring your compliance documents to Human Resources, Room 15, Roudebush Hall, on or before your very first day of employment. To expedite this process for you, please schedule an appointment with one of our Human Resources Generalists at 513-529-3927.

If these terms are acceptable to you, please indicate your acceptance.

Welcome to the Miami University community! We hope that you will find professional and personal success at Miami. We are excited about having you join us and contributing to the future of this great university.

Sincerely,

Dawn Fahner, PHR

Associate Vice President for Human Resources
Department of Human Resources
Roudebush Hall, Room 15

/enclosures