MIAMI UNIVERSITY
OXFORD, OH • EST. 1809

DEPARTMENT OF HUMAN RESOURCES

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July 1, 2019

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Katelyn Marie Sherman
Intercoll Athletics Admin & General

Miami University is pleased to confirm your appointment for 2019-2020 under the terms and conditions set forth below and in the attached Terms of Employment. On behalf of President Gregory P. Crawford, thank you for your dedication and commitment to Miami, and the students, families and communities we are privileged to serve. This coming academic year will be challenging and exciting, as we complete the first stage of the strategic planning process to invest and advance Miami's future, launch our Boldly Creative initiatives and pursue excellence in all that we do.

This appointment is part of the University's ongoing commitment to invest in our faculty and staff – our most valuable resource. It is assumed to meet your acceptance unless you advise the Office of Human Resources in writing to the contrary.

If you have any questions about your appointment, please contact the Office of Human Resources 529-3131.

**Title:** Assistant Director, Athletic Events & Facility Management

**Status:** Unclassified Administrative Staff

**Salary for July 01, 2019 – June 30, 2020:** $32,760
Full-Time

# TERMS OF EMPLOYMENT FOR UNCLASSIFIED STAFF

# 2019/2020

## TERMS OF EMPLOYMENT:

As a member of the unclassified staff, this appointment is subject to and you are expected to comply with applicable rules, regulations, and procedures of Miami University (many are included in the **Miami University Policy Library**), directives as promulgated by the President and official actions of the Board of Trustees, as now in effect or hereafter implemented or amended. This appointment is conditioned upon full compliance therewith.

The University reserves the right to modify during the term of this appointment the economic terms and conditions of employment, including, but not limited to financial terms, the modification of certain employment benefits and/or increasing employee cost sharing.

The University has made several changes to the Policy Prohibiting Harassment and Discrimination (MUPIM 3.6) as well as our Title IX Protocols - Sexual Misconduct Policy and Procedures for Employees and Students. Please review these documents.

Your supervisor will assign the responsibilities associated with your appointment, and assist you in identifying the support services available to you.

Staff appointments may be terminated during the term of the appointment for cause or for economic reasons. Cause includes, but is not limited to, failure to satisfactorily perform assigned duties and associated responsibilities; violation of University rules, regulations and/or policies; violation of written directives of the President and/or Board of Trustees; violation of professional ethics; and, commission of an illegal act. Economic reasons include budget constraints, lack of work, reorganization and reasons of efficiency.

## COMPENSATION

In addition to your salary, the University provides benefits for full-time employees. The University reserves the right to modify or change the contributions to its benefit programs. The University pays employer retirement contributions and withholds from your salary on a pre-tax basis employee retirement contributions. These monies are paid to either the applicable state retirement program (e.g., STRS or OPERS) or, for those eligible employees who made the election, to the Alternative Retirement Plan.