

August 6, 2019

REVISED

Lindsay Puckett
1243 North Adams Street
Tallahassee, Florida 32303

Dear Lindsay,

On behalf of President Gregory P. Crawford, it is my pleasure to offer you the position of Director of Video Operations Women's Basketball. This is a temporary unclassified staff appointment. The terms and conditions of this appointment are outlined below:

Appointment Effective Date: 05/29/2019

Department: Intercollegiate Athletics

Monthly Salary: \$2,916.67

End Date of Appointment: 06/30/2020

Employment Terms: Full-time, extended appointment eligible

University Provided Benefits: Eligible

Moving Expenses: You are authorized for reimbursement of qualified moving expenses up to \$2,916.67. University policy requires receipts for the 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.

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.

Additional Terms: Your position is contingent upon the successful verification of educational information provided on your resume and/or employment application. Should there be a problem with this information you will be contacted, otherwise employment will proceed as outlined below.

Effective 06/01/2019, 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.

Your appointment is, of course, subject to applicable rules, regulations and procedures of Miami University as now in effect and hereafter amended, directives of the President and actions of the Board of Trustees. This appointment is also subject to all applicable laws and regulations, including Ohio's Ethics laws. The enclosed "Miami University Terms of Employment for Unclassified Staff" sets forth additional terms of employment and is incorporated herein by reference. Please review carefully, as you will be responsible for meeting the terms and employment requirements as elaborated. The enclosure and this letter contain all the terms of our offer of employment. There are no other understandings or agreements, verbal or otherwise, in relation thereto between the University and you except as expressly set forth herein.

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 amazo 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 will generally attend New Employee Orientation on your first day of employment. There you will complete the necessary paperwork for employment, payroll, and benefits. If your New Employee Orientation is scheduled following your first day of employment, one of our Human Resources Generalists will be in contact with you to schedule an appointment to complete your required documentation on or prior to your start date. You will not be able to work until the documentation is complete.

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,

A handwritten signature in black ink, appearing to read "Dawn Fahner". The signature is written in a cursive style with some loops and flourishes.

Dawn Fahner, PHR
Sr Associate Vice President
Department of Human Resources
Roudebush Hall, Suite 15

2/enclosures