




May 18, 2026

Rebecca Harris


Dear Rebecca,

On behalf of President Gregory P. Crawford, it is my pleasure to offer you the following position effective **June 1, 2026**. This is an unclassified staff appointment. The terms and conditions are outlined below:

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|--------------------------------------|---|
| Job Title: | Women's Asst Coach/Director of Operations |
| Department: | Womens Basketball Program |
| Primary Campus: | Oxford |
| Salary: | \$60,000.00 |
| Time Type: | Full time |
| Duration of Appointment: | 12 months |
| Eligible Reappointment Date: | June 1, 2027 |
| University Provided Benefits: | Yes |

Effective **June 1, 2026**, you will be eligible for benefits currently available to employees of Miami University. Detailed information on benefits and eligibility can be found on the [Total Compensation](#) page, and information regarding retirement plans can be found on the [Choosing a Plan](#) page, both on the Office of Human Resources website. Employee Benefits & Wellness will email information regarding your university benefits once you have accepted this offer.

Relocation

The President's 2017 Tax Act signed on 3 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 **\$5,000.00** and 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.

This appointment recognizes the need for elasticity in the time commitments of a coach to their professional obligations; i.e., the University recognizes that coaches experience greater demands on their time during recruiting and playing seasons and lesser demands during other periods. As a member of the Miami University coaching staff, you are expected to invest a full-time, professional effort in making your program successful, but that your time commitment may vary with those fluctuating demands. Accordingly, coaches appointed under the terms of this appointment do not accrue vacation. You are entitled to 22 non-contract days per year for personal business, vacation and recreation during the course of the year; you are to arrange for time away from your position of more

than one-half day with your supervisor. You are not entitled to accrue or carry-over unused non-contract days beyond the contract year. Coaches are not entitled to cash out any unused non-contract days

Additional Terms

This position is contingent upon the successful verification of the educational information provided on your resume or curriculum vitae and/or employment application. Should there be a problem with this information, you will be contacted. Otherwise, employment will proceed as outlined in this letter.

As a coach, you are required to comply with the bylaws and regulations of the National Collegiate Athletic Association (NCAA) and the Mid-American Conference (MAC) and the National Collegiate Hockey Conference (NCHC), as applicable. If you violate an NCAA, MAC or NCHC bylaw or regulation you will be subject to termination, disciplinary or corrective action. Violation of an NCAA bylaw or regulation will subject you to discipline or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations. In addition you may be terminated or disciplined for any act or omission that may give rise to a finding that the institution has violated a NCAA, MAC or NCHC bylaw or regulation.

Arrangements for summer camps and related activities at Miami University are subject to University policies; if you are interested in such arrangements, either now or in the future, please contact the Director of Intercollegiate Athletics or the Director's designee for additional information.

As a staff member in the Department of Intercollegiate Athletics, and in accordance with NCAA Bylaw 11.2.2 you are required to provide on an annual basis a written detailed account to the President of all athletically related income and benefits from sources outside the institution. In addition, you are required to receive advance authorization for outside employment in accordance with the University's Ethics and External Services Policy. Sources of such income shall include, but are not limited to, the following:

- a. Income from annuities;
- b. Sports camps;
- c. Housing benefits (including preferential housing arrangements);
- d. Country club memberships;
- e. Complimentary ticket sales;
- f. Television and radio programs;
- g. Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

General Terms - As a full-time employee of Miami University, you are expected to comply with applicable rules, regulations, and procedures of Miami University, directives as promulgated by the President and official actions of the Board of Trustees, as now in effect and hereafter amended. This appointment is conditioned upon full compliance therewith.

This appointment may be terminated during its term for cause. Cause includes, but is not limited to, unethical conduct as defined in NCAA Bylaw 10.1, failure to satisfactorily perform assigned duties, violation of University rules, regulations, or policies and/or directives of the President or Board of Trustees, violation of applicable athletic regulations or professional ethics, or commission of an illegal act involving moral turpitude.

If, at any time during the term of this appointment, Glenn Box no longer serves as Miami University's head coach, then Miami University reserves the right to terminate your employment. If the University chooses to terminate your employment in such a circumstance, the University will give you sixty (60) days notice or at the University's sole

option and in lieu of sixty (60) days notice, pay to you as liquidated damages and not compensation, your then current salary in equal monthly installments for a period not to exceed two (2) months. You will not be entitled to any further notice, compensation benefits under this appointment. This appointment may be renewed consistent with Miami University's policies.

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 included Miami University Terms of Employment 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 documents included 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.

This appointment may be renewed consistent with Miami University's policies.

This offer of employment is contingent upon the verification of your right to work in the United States. **To satisfy this requirement, you must complete the federally-required Form I-9 on or before the first day of employment (June 1, 2026) and submit original documentation verifying your identity and work authorization.** A list of acceptable documents is available on the [U.S. Citizenship and Immigration Services](https://www.dhs.gov/e-verify/) website. This offer may be withdrawn if this requirement is not satisfied.

As part of your first day, you will participate in a new employee onboarding session. This session includes completion of the required Form I-9 and other payroll-related documents, as well as an overview of important information related to your employment and available benefits. **If you anticipate any difficulty attending the onboarding session on your first day, please contact the Office of Human Resources Management at 513-529-3131 or Employment@MiamiOH.edu.**

Miami University requires the completion of two (2) online education modules that **must be completed within 30 days from the date you receive the email notification with login instructions. These modules will be assigned on or around June 1, 2026:**

- Prevent Harassment and Discrimination Together
- Prevent Sexual Violence Together (Title IX)

It is suggested that you set aside about ninety (90) minutes to complete these modules. New employees will receive their training assignments via email with the subject line "Required New Employee Online Training Assignment - Miami University." In addition, a former employee is required to complete the training if it has been at least 365 days since the training was last completed. Should you fail to complete the training within this 30-day timeframe, you will be terminated from employment.

You will also be required to complete the Ethics Survey and External Service Disclosure on an annual basis.

Miami University Mission Statement

Miami University is a student-centered, public university, guided by the principles of Love and Honor. Leading with integrity, compassion, and respect, we pursue growth and excellence in a transformative learning environment. We embrace a holistic and personalized approach to education, infused with the humanities and liberal arts, to empower lifelong learners who use leadership, creativity, and innovation to shape the future. Our teacher-scholars and highly

engaged staff inspire curiosity, intellectual depth, and career preparation across our communities through instruction, research, scholarship, experiential learning, co-curricular experiences, and civic engagement. We foster a diverse, inclusive, and welcoming community where each individual is valued, respected, and appreciated. Our students, faculty, staff, and alumni develop the skills and knowledge to lead with confidence and courage and to provide solutions for local and global challenges now and in the future.

Miami University Statement of Commitment

Miami University declares...

- That it will educate students by means of free, open, and rigorous intellectual inquiry to seek the truth.
- That its duty is to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions.
- Its commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly.
- It is committed to create a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community. AND
- That its duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, without regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression.

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, consisting of several loops and a trailing line, representing the name Jessica S. Palatka.

Jessica S. Palatka, SPHR, SHRM-SCP
Vice President and Chief Human Resources Officer
Miami University