



OFFICE OF HUMAN
RESOURCES MANAGEMENT

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MiamiOH.edu/HR

June 23, 2026

Athletics Skating Operations Assistant
Intercollegiate Athletics

Dear Janie Moore:

Miami University is pleased to confirm your appointment for 2026-2027 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 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 Management at ohrm@miamioh.edu.

Title: Athletics Skating Operations Assistant
Yearly Salary: \$6,996.00
End of Current Appointment: 06/30/2027
Unclassified Administrative Type: Part time, 12 months
Term of Employment: Annual Appointment

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 as well as our Title IX Protocols – Sexual Misconduct Policy and Procedures for Employees and for Students. Please review these documents.

Your appointment is as a part-time coach and is an unclassified staff, limited-appointment position. Your supervisor will assign the responsibilities associated with your coaching appointment and will assist you in identifying the support services available to you.

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.

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 Central Collegiate Hockey Association (CCHA), as applicable. If you violate an NCAA, MAC or CCHA 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 CCHA 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 receive annually prior written approval from the President for all athletically related income and benefits from sources outside the institution. Your request for approval must be in writing and shall include the amount and source of the income. 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 part-time employee of Miami University, you are expected to comply with applicable rules, regulations, and procedures of Miami University (many are included in the Miami University Policy and Information Manual), 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.

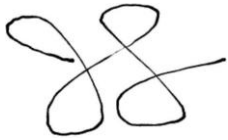
This appointment may be terminated during its term for cause. Cause includes, but is not limited to, failure to satisfactorily perform assigned duties, violation of university rules, regulations, or policies and/or directives of the President or Board of Trustees, violation of applicable athletic regulations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

If, at any time during the term of this appointment, Katey Nyquist 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 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 or benefits under this Appointment.

To the extent that any of the terms and conditions of this appointment is in conflict with any Miami University rule, regulation or policy (many are included in the Miami University Policy and Information Manual), the terms and conditions of this appointment will prevail.

We believe 2026-2027 season will be a particularly exciting and productive year and look forward with pleasure to our collaborative effort to make Miami University even more successful.

Sincerely,

A handwritten signature in dark ink, consisting of a stylized 'J' and 'S' intertwined, followed by a horizontal line.

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