



OFFICE OF HUMAN
RESOURCES MANAGEMENT

T: 513-529-3131
MiamiOH.edu/HR

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Heather Vollmer

Intercollegiate Athletics Administration and General

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 at employment@miamioh.edu.

Hourly pay for classified staff has two components—base pay and promotion-in-place earnings awarded for participation in the Job Enrichment Program. Employees receive the combination of base pay and Job Enrichment premium for all hours paid, but Job Enrichment premium pay does not count towards the pay zone minimums or maximums and is not adjusted for the across-the-board pay increase.

Employees whose base pay is at or above the maximum of their pay zone are not eligible for the annual pay increase. If the annual pay increase results in an employee's base rate of pay reaching the maximum, the employee will receive a partial increase. Employees who are not eligible for the annual increase or who will receive a partial increase because their rate of pay is above or at the maximum will receive a bonus payment that is equivalent to 100% of what the raise would have been (half paid in August and half paid in January).

The following outlines the process used to calculate your rate of pay effective 06/20/2026.

TITLE: Administrative Assistant

PAY ZONE: Classified G2

BASE RATE PRIOR TO INCREASE: \$21.5

ELIGIBLE FOR INCREASE: Yes

ANNUAL INCREMENT AMOUNT: \$0.65

NEW BASE RATE: \$22.15

JOB ENRICHMENT PREMIUM: \$1.2

TOTAL RATE (BASE & PREMIUM): \$23.35

TERMS OF EMPLOYMENT FOR CLASSIFIED STAFF
2026/2027

TERMS OF EMPLOYMENT:

As a member of the classified staff, this appointment is subject to all applicable civil service rules as now in effect and hereafter amended. You are expected to comply with the 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.

Although your status as a classified civil servant cannot be changed, 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.

Classified staff may be disciplined for just and proper cause to include incompetency, inefficiency, unsatisfactory performance, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the employee's appointing authority, any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony.

COMPENSATION:

In addition to your pay, 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.