



TEXAS TECH UNIVERSITY
Department of Intercollegiate Athletics
Operating Policy and Procedure

PREFACE

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

ADDITIONAL SOURCES OF INFORMATION ARE:

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
<http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php>
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

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8.0 PERSONNEL

The Director of Athletics oversees all personnel policies and procedures. The hiring of all employees is done in accordance with the University Department of Personnel Services procedures (<http://www.depts.ttu.edu/opmanual/contents.php> - 70), state of Texas guidelines and, in the case of coaching positions, in consideration of all applicable NCAA rules and regulations. Also, the Texas Tech University Equal Employment Opportunity/Affirmative Action policy applies in the hiring of employees for Athletics. Jobs are designed as either exempt or non-exempt. Each position is identified with a particular title and pay grade depending on responsibilities. Decisions for these titles, designations and salary grades are made by the Department of Personnel Services. *(See also section 5.5 of this manual for additional employment details.)*

8.1 HIRING

All hiring is done either personally by the Director of Athletics (AD), or is approved by the AD. Requests for a new position or to fill a vacancy of an existing position should be directed to the appropriate sport supervisor or department head of that division. *(See also section 5.5 of this manual for additional employment details.)*

Athletics will process personnel requests and forward them to the Office of AA/EEO and the Office of the Personnel Services with the approval of the AD. All advertising, interviewing and hiring must be approved by the University Personnel Services and/or the Office of AA/EEO and processed accordingly.

Interviews are conducted by the department (the department head or his/her designee) of the vacant position, with final approval of hiring by the Director of Athletics.

All new employees, transfers, or upgrades are subject to a three-month probationary period, which can be extended once up to a maximum of an additional three months.

When making coaching hires the following additional policies apply:

1. The athletics department will contact the NCAA to determine if any head coaching position finalists have an individual infractions record.
2. The Athletic Director will include compliance standards in performance evaluations of head coaches.

NOTE FROM THE NCAA: Institutions may call or e-mail the NCAA to determine if a coaching candidate has ever been involved in a major violation of NCAA legislation, or if the coach is under a show cause for involvement in a secondary violation. The NCAA does not provide an individual's infractions history for secondary violations unless they are under a show cause. However, institutions are encouraged to contact previous employers about a candidate's infractions history.

8.2 TERMINATION

Notice of resignation should be given to the resigning employee's immediate supervisor at least 14 calendar days in advance of the effective date of resignation. Further information of the termination of employees can be found in the University Operating Procedures Manual at <http://www.depts.ttu.edu/opmanual/OP70.31.pdf>.

Upon termination, employees must check out with their division head before their final paycheck will be issued. The check out includes completing appropriate forms, returning keys and credit cards, reconciling all outstanding expense reports, etc.

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8.3 EMPLOYEE CONTRACTS

The President, through the AD, issues employee contracts. These contracts are kept on file in the Office of the Director of Athletics and the University's Office of Business Affairs.

8.4 PERFORMANCE APPRAISALS

Performance appraisals are done by each employee's supervisor at the end of the three-month probationary period and on a yearly basis thereafter.

8.5 JOB DESCRIPTIONS

Job descriptions are kept in the individual employee's personnel file in the Director of Athletics' Office and the Athletics Business Office. Job descriptions for new positions are to be generated by the immediate supervisor of that position with approval by the AD.

8.6 PAY PERIODS

Hourly paid employees will receive their paychecks every two weeks on the Wednesday following the completion of the two-calendar-week pay period. Salaried employees are paid monthly on the first working day of the month for the previous month.

Payroll (paycheck) information can be viewed online at www.payroll.ttu.edu A direct-deposit service is available for those employees who want their paychecks automatically deposited into their private bank account. Direct deposit requests are to be submitted to the Payroll and Employee Benefits Office of the University.

8.7 EMPLOYEE SCHEDULES

Employees must have their working schedules and leave time approved in advance by the AD or appropriate division head. Authorized forms for all types of recognized leave can be found at www.depts.ttu.edu/personnel/forms.aspx. Employees will be allowed one hour for lunch and two 15-minute breaks over an eight-hour workday.

OFFICE HOURS

The Athletics Administrative Office is open from 8:00 a.m. to 5:00 p.m.

OVERTIME

An employee's immediate supervisor or appropriate division head must approve all overtime.

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8.8 BENEFITS

Annual Leave

Annual leave is accrued based on continuous length of service for non-exempt employees. Refer to the annual leave table in OP manual: <http://www.depts.ttu.edu/opmanual/OP70.01.pdf>.

Additionally, The following procedures will be completed for reporting of vacation and other leave:

- The Athletics Business Office will provide annual training sessions for online and manual reporting of leave.
- Monthly reminders to report and approve leave for the current month will be sent via email to all personnel at the end of each month both from the Athletics Business Office (Lisa Devore) and Payroll Services (campus).
- Monthly “leave taken reports” will be provided to all department heads, head coaches and supervisors and the department head, head coach or supervisor will certify that all vacation and other leave for all employees under their supervision has been reported or manual leave reports must accompany the certification when returned to the Athletics Business Office. Manual leave reports will be completed by any employee that has not reported the leave online for the month by the deadline each month.
- At the end of each fiscal year, a report will be provided to department heads and head coaches for all employees that have not reported any vacation leave during the current fiscal year.
- Any unusual activity or lack of reporting will be reported to the Director of Athletics each month by the Athletics Business Office CFO.

Sick Leave

Sick leave is accrued at the rate of eight hours for each month of continuous employment in a pay status with the University. All accumulated-unused sick leave is carried forward at the beginning of each year (calendar year, beginning in January). Supervisors have the right to request a doctor's certificate to support a sick leave claim.

Other Leave (Family Emergency, Military, Jury Duty, and Funeral)

Refer to the OP manual for explanation of other types of leave that are available:

<http://www.depts.ttu.edu/opmanual/OP70.04.pdf>

Holidays

The University recognizes a minimum of seven paid holidays each year. University recognized holidays include: New Year's Day, Memorial Day, July 4th, Labor Day, Christmas Day, and two (2) days at Thanksgiving. The President of the University may allow for additional holidays.

If the holiday falls on Sunday, the following Monday is generally recognized. Because of the high level of activity in Intercollegiate Athletics during Labor Day week and other holidays, some employees may be asked to work on those days. In this case, supervisors and/or division heads should arrange for an alternate day off for these employees. Review the OP manual:

<http://www.depts.ttu.edu/opmanual/OP70.06.pdf>

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Insurance

Full-time University employees can qualify for group life and health insurance programs at the time of their employment. Detailed information will be provided at the time of hiring from the Payroll and Benefits Office. Any specific questions should be referred to the Payroll and Benefits Office. Review the OP manual: <http://www.depts.ttu.edu/opmanual/OP70.05.pdf>

Retirement

Full-time University employees will be enrolled in the State Teachers' Retirement Program. As a contributor to the Teachers' Retirement Program, a percentage of employees' annual earnable compensation including overtime pay will be deducted, and in return the State of Texas will appropriate an amount equal to a certain percentage of employees' earnable compensation. For more details, employees should contact the Payroll and Benefits Office. Review the OP manual: <http://www.depts.ttu.edu/opmanual/OP70.07.pdf>.

Athletics Dining Hall Benefits

The Athletics Dining Hall will be open for student athletes of teams choosing to participate in the Athletics Dining Hall plan at the beginning date allowed by NCAA rules, traditionally in early August and through the end of the spring semester coinciding with the same dates that the University dormitory dining halls are open. (Additional rules about the Dining Hall are found in the student-athlete handbook.)

In order to provide a time and place to communicate with student athletes, coaches, trainers, managers, academic support staff and strength and conditioning staff of teams with student-athletes participating in the Athletics Dining Hall will be allowed to eat one meal per day, five days per week during their respective teams seasons. Due to the valid business nature of these allowed meals, they will not be reported as additional taxable benefits. Upon completion of their teams' seasons, these staff members will revert to the same policy (one meal per week on Fridays only) as all other staff members set forth below.

To promote interaction and communications among all Athletics Department staff, all Athletics Department benefits eligible staff will be permitted to eat one meal per week on Fridays only. These meals are considered additional taxable benefits and the value of all meals eaten will be reported to Payroll Services for inclusion in the employee's monthly non-cash earnings.

All Texas Tech Athletics Department employees will be required to show a Texas Tech ID with a specific identification number (referred to as an "R" number) to gain entry into the Athletics Dining Hall. If Athletics Department staff have guests at the Friday meal (spouses, children etc.), the guests will be charged the current rate for each meal by the contractor.

Athletics Dining Hall privileges may be revoked by the Director of Athletics for violation of this policy.

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Athletics Facilities Use

All Texas Tech Athletics facilities use is governed by applicable University and State of Texas laws which do not permit personal use of facilities. Texas Tech University Operating Policy and Procedure 10.11: Ethics Policy specifies:

It is the intent of the Texas Constitution and the Board of Regents that university facilities, equipment, supplies, and services are to be used only for duly authorized university purposes. Accordingly, the use of university-owned resources or resources for which the university has acquired stewardship responsibilities in which title is vested to others including, but not limited to, buildings, equipment, materials, supplies, telephones, utilities, and services of university personnel for personal purposes, is prohibited.

Some examples of violations of this policy would include but not be limited to using athletics facilities for youth team practices, giving private lessons by coaches or staff and hosting children's birthday parties.

8.9 REIMBURSED EXPENSES

To be reimbursed for department-related expenditures, all expenses must be well documented and receipts kept. An expense form, located in the Athletics Business Office, must be submitted to the appropriate division head for approval. All documentation must accompany this form. The business office will then address the claim and make a reimbursement payment.

Beginning July 1, 2011, the standard mileage rate will increase to 23.5 cents per mile driven for moving expense reimbursement purposes. This rate is set by the Internal Revenue Service. See Revenue Procedure 2011-69 for additional information on standard mileage rates. See OP 72.10 for information as it pertains to employee moving expense.

8.10 EMPLOYEE PARKING

Employees must obtain a parking permit from Traffic and Parking Services, located at the TTU Police Department. Employees may park at Jones/ATT Stadium, the United Spirit Arena, or in other designated areas with the appropriate permit.

See the Web site at: <http://www.depts.ttu.edu/parking/mainpage.php>

8.11 KEYS

The Assoc. AD/Facilities controls checkout, return and replacement of lost keys for the Athletics. When hired, an employee should receive authorization to be issued keys and may pick up their keys at the Physical Plant.

Once issued, keys to buildings, offices and storerooms are the responsibility of the individual. The making of duplicate keys or loaning keys to unauthorized persons is expressly forbidden.

Keys must never be loaned to student-athletes.

Upon termination of employment, all keys must be turned in to the immediate supervisor or division head.

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8.12 ORIENTATION

New employees should report to their immediate supervisor or to the appropriate division head. The supervisor should give the new employee the Texas Tech Athletic Department Employee Handbook and explain critical information to their job. A tour of the Athletic Department should follow.

The new employee should then fill out personnel forms in the Athletics Business Office. The new employee must have their social security card and driver's license when filling out these forms.

The new employee then receives telephone access codes, credit cards, travel regulations and purchasing procedures from the Athletic Business Office.

The new employee then reports to the University payroll office to fill out payroll, tax, and insurance forms. As soon as possible, the new employee should meet with the Compliance Office for a compliance review.

The new employee must attend the University's New Employee Orientation to receive insurance enrollment packet and meet other University training requirements.

8.13 EMPLOYEE SAFETY

All employees are urged to maintain a safe working environment. Any accidents or injuries should be reported to your immediate supervisor or to the appropriate division head.

8.14 STAFF CODE OF CONDUCT

Responsibility

Athletics Department staff is responsible for full compliance with all published NCAA and Big 12 Conference rules and regulations as well as all published Texas Tech University and State of Texas rules and regulations regarding conduct and ethical behavior. In the case of misconduct, unethical behavior, and/or violation of NCAA or Big 12 Conference rules and regulations, all staff are subjected to sanctions, which include private and/or public reprimand and termination.

Acceptance of Gifts or Gifts-in-Kind

Athletics Department staff is not encouraged to accept gifts, or gifts-in-kind from any sources other than those available through established University, departmental, or booster club sources. The acceptance of any gift or gift-in-kind from any other source must be reported to the Athletics Director. All gifts and gift-in-kind are subject to Internal Revenue Service regulations and carry tax liability.

Conducting Personal Business

All Athletics Department staff shall conduct personal business in a manner that reflects positively upon the University and Athletics. Public misconduct in the performance of personal business is subject to the same type of media exposure as misconduct in the performance of University or departmental business.

Sportsmanship

Sportsmanship regulations by staff members and coaches are governed by the National Collegiate Athletic Association (or other sports' rules governing bodies) playing rules, NCAA championships manuals, and the Big 12 Conference Constitution and Bylaws.

All head coaches are responsible for instructing student-athletes and staff in proper sportsmanship and in sportsmanship rules of their sport. Head coaches are responsible for the actions of their staff and student-athletes.

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Gambling and Bribery

All Athletics Department personnel are subject to all State of Texas and NCAA regulations regarding gambling and bribery. The Associate Athletics Director/Compliance is responsible for informing all staff and all student-athletes are required to sign NCAA compliance documents annually. NCAA compliance documents contain statements concerning gambling.

Agent Contracts

Although agent contract supervision is the responsibility of the Associate Athletics Director/Compliance, all coaches and administrative staff assist in this effort and are instructed to report suspected irregularities to the Associate Athletic Director/Compliance, the Director of Athletics, and the Attorney General through the University General Counsel's Office.

Individual Staff Member Responsibility in Compliance Enforcement

Athletics staff members are responsible for assuring that all University, Big 12 Conference, and NCAA rules and regulations are followed.

Any suspected violation or irregularity should be immediately reported to the Associate Athletics Director/Compliance. The Associate Athletic Director/Compliance immediately investigates all alleged violations and/or irregularities and notifies the Athletic Director if alleged violation or irregularities are confirmed. Normal procedures are followed by that Associate Director/Compliance for reporting confirmed violations to the Faculty representative, the President, the Big 12 Conference, and the NCAA.