



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
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

Department of Intercollegiate Athletics Policy and Procedure

Revised and posted 9/11/07

5.5 ATHLETICS PERSONNEL

Athletics follows the University policies regarding personnel. See the University Web site for any specific information requested (<http://www.depts.ttu.edu/opmanual/contents.php> - 70).

HIRING PROCEDURES FOR BENEFITS ELIGIBLE EMPLOYEES

To fill an existing position/benefits eligible position the following procedures should be followed:

1. Department Head/Head Coach will notify Deputy Athletics Director/Business or the Employee Service Coordinator (ESC) in the Athletics Business Office of the termination.
2. Department Head/Head Coach should obtain a resignation letter from the employee leaving/transferring Texas Tech and forward it to the ABO.
3. Department Head/Head Coach will then receive a Position Description Questionnaire (PDQ) and a copy of the last job summary posted to the TTU job site (<http://www.jobs.texastech.edu>) to review for any changes, additions or deletions of job duties and a Request to Post Vacancy form to complete.
4. Upon return of PDQ with the Request to Post a Vacancy forms to the ESC, the position will then be posted on the TTU job site and must remain open for ten (10) business days.
5. Department Head/Head Coach will receive a User ID and password to access the applicants for review on the TTU job site.
6. When an applicant is selected, a hiring memo must be prepared that includes the name, start date, salary and account code information and forwarded to the ESC.
7. Within three (3) days of starting employment, applicant must complete all new employee information at Web site: <http://www.depts.ttu.edu/personnel/packet.aspx>. New employee must bring completed forms, drivers license and Social Security card or other required documents to ESC.
8. Once Personnel Action Form (PAF) is completed, new employee may obtain necessary parking permit, keys etc.

Note: New positions must have prior approval of the Director of Athletics (AD).

HIRING PROCEDURE FOR NON-BENEFITS ELIGIBLE EMPLOYEES

To hire non-benefits eligible personnel (i.e. students, hourly and temporary etc.) the following procedures should be followed:

1. Department Head/Head Coach shall prepare a hiring memo and include the name, start date, salary and account code information and forward to the ESC.
2. Within 3 days of starting employment, applicant must complete all new employee information at Web site: <http://www.depts.ttu.edu/personnel/packet.aspx>.

New employee must bring completed forms, drivers license and Social Security card or other required documents to ESC.

Note: These employees must maintain a record of time worked and submit to ESC on the cutoff schedule provided.

Department of Intercollegiate Athletics Policy and Procedure

Revised and posted 9/11/07

OVERTIME

All overtime must be pre-approved by either a Department Head or a head coach.

RECOMMENDED STUDENT HOURLY RATES

The following rates shall be used for hourly student assistants and the increases shall be based on the performance of the student worker.

<i>Years working in the Athletics Department</i>	<i>Recommended Hourly Rates</i>
First year	\$5.50/hr
Second year	\$6.00/hr
Third year	\$6.50/hr
Fourth year	\$7.00/hr