

# Utah Tech University Policy

## 328: Athletic Staffing



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### I. Purpose

- 1.1 The Athletics Department at Utah Tech University (“the University”) strives to help students to define, shape, and achieve educational and life goals, contributing to the University’s personalized and excellent teaching in a learning environment where all students can become passionate about their individual educational endeavors. Athletic teams and programs are designed to fuel students’ desires for achievement both in the classroom and on the field or court.
- 1.2 The Athletics Department’s core values are: 1) integrity; 2) academic success; 3) compliance with National Collegiate Athletic Association (NCAA), Conference, and University regulations; 4) competitiveness; 5) fiscal responsibility; and 6) positive department of coaches and athletes.

### II. Scope

- 2.1 This policy applies to all paid and volunteer positions within the University Athletics Department, be they full-time or part-time positions, with or without pay.

### III. Definitions

- 3.1 ***Athletic Administrative Positions:*** Staff positions within the Athletics Department responsible for coordination of programs and department functions “off the court/field.” Such positions include, but are not limited to Executive Director of Athletics, Associate/Assistant Athletic Directors over a variety of functions (compliance, internal and/or external operations, media relations, etc.), Senior Women’s Administrator (SWA), and various staff coordinators, specialists, athletic trainers,

seasonal/temporary positions (see University Policy 310: Part-Time Employment), and seasonal/temporary Official University Volunteers (see University Policy 301: Personnel Definitions and Classifications).

- 3.2 ***Athletic Coaching Positions:*** Staff positions within the Athletics Department responsible for coordination of programs and functions “on the court/field.” These include sport head coaches, sport assistant coaches, and sport volunteer coaches.
  - 3.2.1 Head Coaches have ultimate responsibility for their teams and are hired or appointed, as well as supervised, by the Executive Director of Athletics.
  - 3.2.2 Associate/Assistant Coaches assist Head Coaches in their duties and are hired or appointed by the Executive Director of Athletics and supervised by Head Coaches.
  - 3.2.3 Volunteer Coaches assist Head Coaches and Associate/Assistant Coaches in their duties on an unpaid basis. Volunteers are not employees of the University, but the Executive Director of Athletics and the assigned Associate/Assistant Athletic Director to said sport must pre-approve individuals involved in such activities.

#### **IV. Policy**

- 4.1 All Athletic Administrative Positions and Athletic Coaching Positions are governed by this policy, with duties of each position listed in the associated job description on file with Human Resources.
  - 4.1.1 The Executive Director of Athletics directs the University’s Intercollegiate Athletic Program, including fundraising, promotion of programs, and supervision of the Athletics Department and its staff. This position is responsible for the success of the Athletics Program Department.
  - 4.1.2 Head Coaches are responsible for achievement of a successful Athletics Department through recruitment, coaching, training, and developing a team, as defined by:
    - 4.1.2.1 Personal and program integrity.
    - 4.1.2.2 Academic success of student-athletes (as demonstrated by satisfactory progress towards degree, GPA, and graduation rates).

- 4.1.2.3 Compliance with NCAA, Conference, and University policies, procedures, rules and regulations.
  - 4.1.2.4 Athletic competitiveness, including win/loss record.
  - 4.1.2.5 Fiscal responsibility, including maintaining non-deficit spending of team budgets and complying with University financial practices and policies.
  - 4.1.2.6 Personal deportment, as well as the deportment of Assistant Coaches, Volunteer Coaches, and the Athletes under their direction.
  - 4.1.2.7 Head Coaches are also required to perform administrative functions such as participating in continuing-education programs regarding NCAA and conference rules; attending University trainings on Title IX and Clery Act compliance; organizing game schedules; arranging team travel to games; supervising assistant/volunteer coaching staff; assisting with team and individual statistics collection and sports information dissemination when necessary; and assisting in fundraising and other game management as assigned by the Executive Director of Athletics.
- 4.2 Hiring procedures for all Athletic personnel will coordinate with Human Resources (see University Policy 305: Hiring) and include formal consideration of candidates' commitment and capabilities to abide by NCAA and University policies, procedures, rules and regulations. During the hiring process for Athletics Department personnel, candidates for all Athletic Coaching Positions will be asked, and the NCAA enforcement staff will be contacted, to determine whether an individual has been involved in past NCAA rules violations.
- 4.3 Full-time Athletic Administrative Positions and Coaching Positions are benefit-eligible (see University Policies 301 and 343: Benefits, Payroll Deductions, and Workers' Compensation) and are job classified based on the Department of Labor's Fair Labor Standards Act (FLSA) as governed by University Policy 351: Job Descriptions, Classification and Reclassification. Employees holding these positions will be treated as professionals with an understanding that their duties must be fulfilled and successful performance may require work at all hours of the day, on weekends, and during national holidays.

- 4.4 With the exception of certain Head Athletic Coaches employed by the University under a written contract for a specified term with conditions and expectations governed by said contract, all Athletic Administrative and Coaching Positions are “at-will” and may be terminated at any time, with or without cause, and are ineligible to participate in the employee grievance process outlined in University Policy 151. Hiring and continuation of employment are at the discretion of the Executive Director of Athletics and University President.
- 4.5 Athletic personnel (such as certain Head Coaches) who are granted a written contract have their conditions of employment, including compensation, set forth in that contract.
- 4.6 Compliance with the law, NCAA rules and regulations, conference rules and regulations, and University policies are understood conditions of employment, and violation may result in disciplinary action up to and including termination of employment.
- 4.7 Coaches’ additional assignments in the Athletics Department and/or in other areas of the University (such as part-time teaching) are also “at-will”, with continued employment in all such areas contingent on continuation of the employee’s coaching assignment.
- 4.8 Athletics Department personnel employment is established on an annual basis or on a contractual basis (in the case of certain Head Coaches), according to the following sports season schedule:
  - 4.8.1 Administrative Positions: July 1 – June 30
  - 4.8.2 Coaching Positions (full-time, part-time, and volunteer):
    - 4.8.2.1 Cross Country, Football, Soccer, and Volleyball: January 1 – December 31
    - 4.8.2.2 Basketball, Swimming, Track & Field, Baseball, Golf, Softball, and Tennis: July 1 – June 30
  - 4.8.3 If additional sports are added, the Executive Director of Athletics shall set the schedule of appointment in consultation with the Executive Director of Human Resources, and it shall be added to this policy as an editorial revision.

## **V. References**

- 5.1 University Policy 301: Personnel Definitions and Classifications
- 5.2 University Policy 305: Hiring
- 5.3 University Policy 310: Part-Time Employment
- 5.4 University Policy 343: Benefits, Payroll Deductions, and Workers' Compensation
- 5.5 University Policy 351: Job Descriptions, Classification, and Reclassification
- 5.6 University Policy 352: Staff Compensation
- 5.7 University Policy 601: Course Management and Instruction
- 5.8 University Policy 633: Faculty Rights & Responsibilities

## **VI. Procedures**

- 6.1 Hiring procedures for full-time positions are located on the Human Resources website. Human Resources reviews these procedures with the Executive Director of Athletics (and/or the assigned Associate Athletic Director acting as search committee chair) for any and all Head Coach searches. Human Resources reviews these procedures with the Head Coach for any and all full-time Associate/Assistant Coaches. This is done to ensure compliance with federal and state laws, as well as efficacy in the hiring process.
- 6.2 Upon completing the search process for a F/T Athletic employee, the search committee chair will work with Human Resources to make an F/T employment offer. If accepted, Human Resources will generate an offer letter and, for certain Head Coaches positions, a written contract will be put in place, as prepared by the Executive Director of Athletics and Office of General Counsel.
- 6.3 For part-time or volunteer Athletic positions (whether hourly administrative or coaching), the Head Coach works with Human Resources and the assigned Associate Athletic Director to ensure compliance with federal and state laws as well as efficacy in the hiring process.
- 6.4 Upon completing the search process for a P/T or volunteer Athletic

employee, the Head Coach will work with Human Resources to complete associated part-time hiring paperwork as outlined in Policy 310 or volunteer agreement paperwork as outlined in Policy 301. For P/T Athletic Coaching positions, Athletics generates a P/T offer letter for the coach that spells out annual pay, work hour expectations, NCAA compliance, etc. For volunteer Athletic Coaching positions, Athletics generates a volunteer offer letter for the coach that spells out work expectations, NCAA compliance, etc. A copy of these P/T or volunteer offer letters is given to Human Resources for the employee or volunteer's personnel file.

- 6.5 Employees working in Athletic Administrative Positions and Athletic Coaching Positions must receive pre-approval from the Executive Director of Athletics and Executive Director of Human Resources before contracting to perform additional assignments at the University. If such assignment is in an academic capacity, the approval of the appropriate dean is also required. Any employee working in a teaching capacity must maintain the standards of instruction set forth in University Policy 601: Course Management and Instruction, University Policy 633: Faculty Rights & Responsibilities, and University Policy 352: Staff Compensation (see section 4.5 for Staff Supplemental Pay Guidelines).

## **VII. Addenda – N/A**

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Policy Owner: Executive Director of Human Resources

Policy Steward: Executive Director of Athletics

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