

UNIVERSITY OF  
CONNECTICUT  
DIVISION OF ATHLETICS



EMPLOYEE HANDBOOK  
2014-2015

# CONTACT DIRECTORY

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## **Division of Athletics – Organizational Structure**

### **Ethics and Governing Authorities**

The University of Connecticut has established a tradition of integrity and ethical conduct at all levels of University life. In accordance with this tradition, all employees involved in the intercollegiate athletics program are expected to represent the University in an honorable manner at all times. Standards of ethical conduct for staff members are established and enforced by the Division of Athletics, the University, the NCAA, and the respective conferences. All staff members are subject to the rules and regulations of the NCAA, the American Athletic Conference, Eastern College Athletic Conference, Atlantic Hockey Conference and Hockey East Conference. If Division personnel have any questions regarding the interpretation or clarification of any regulation, please contact the Deputy Director of Athletics/Chief of Staff.

### **Board of Trustees**

The Connecticut General Statutes and the University of Connecticut Laws and By-Laws vest corporate authority in the University's Board of Trustees (BOT) and mandate the Board to determine the general policies of the University, make laws for its government, manage its investments, and direct the expenditure of funds. Working through the relevant committees (primarily including Financial Affairs and Institutional Advancement), the Board oversees policies regarding intercollegiate athletics in the same manner as it oversees other aspects of the University's operation. Specifically, the BOT approves a biennial operating budget (adjusted on an annual basis and as needed) that reflects expenditures and revenues, consults with the President on major appointments including the Athletic Director (AD) and compensation arrangements, approves facilities plans and budgets, reviews external fundraising for all units, including the Division of Athletics, and oversees matters pertaining to Athletics Conference participation.

### **University President and Athletic Director**

The President, in conjunction with the BOT, has ultimate authority for the Division of Athletics. When appropriate, the President consults with the BOT. Major issues are presented to the BOT for review, discussion or approval.

The AD reports to the President and serves as a member of the Senior Administrative Team that meets with the President weekly. As is the case with all the members of the President's Senior Administrative Team, the AD consults with the President on major decisions related to staffing, budget and policy. The AD depends on senior staff within the division to assist with long-term planning and oversight of day-to-day operations.

### **President's Athletic Advisory Committee**

The President's Athletic Advisory Committee (PAAC) includes, as a permanent position, a member of the BOT. The PAAC makes recommendations to the President on all matters related to athletics and plays a major role in developing and stating the policy goals and program priorities to guide the Division of Athletics. For example, the PAAC drafted the mission statement for the Division of Athletics. The PAAC is also charged with promoting an understanding of the athletic program and encouraging excellence in academics and athletics, which in turn supports the University's overall commitment to excellence. In support of this expectation, the PAAC conducts regular small group meetings with faculty and staff to encourage feedback on the Division of Athletics. The PAAC may recommend policy or regulation changes to the NCAA, University Senate, or other University governing bodies. It may advise the AD on matters regarding program evaluation, divisional policies, and divisional operations, as he or she may request. It also undertakes specific projects as required by the President and is free to consider any other issues that relate to its basic mission.

### **Student-Athlete Advisory Committee**

The Student-Athlete Advisory Committee (SAAC) is a University-recognized student organization whose purpose is to "enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image." The Division of Athletics utilizes this group to elicit feedback from student-athletes and serve as a direct connection between student-athletes and the athletic administration. The SAAC also performs various community service projects and has been honored for its community service work. Generally, two representatives from each varsity sport are included (selected by their head coach), but other interested student-athletes may also become involved and are encouraged to join SAAC.

### **Faculty Athletics Representative**

The Faculty Athletics Representative (FAR) reports directly to the President and is responsible for reviewing the status of NCAA compliance activities and academic integrity within the University. The FAR holds regular meetings with the AD, and meets with the President at least once each semester, meets monthly with the Senior Associate Athletic Director for Compliance (and the AD) regarding rules and academic integrity, and advises the President and PAAC on issues of academic integrity and institutional control and compliance.

### **NCAA Certification**

The NCAA requires certification of all Division I intercollegiate athletics programs. In 2008, the University of Connecticut was re-certified, following completion of a comprehensive year-long self-study, reviewed by the NCAA. The certification lasts through 2018, and affirms that the University operates its athletic programs in conformity with the operating principles adopted by the Division I membership.

### **Title IX Compliance**

Title IX is a federal statute passed in 1972 that prohibits gender discrimination in any educational program or activity that receives federal funds. Within the Division of Athletics, Title IX governs the overall equity of treatment and opportunity for women. The focus is on the necessity for women to have equal opportunities as men on a whole, not individual basis. For example, one measure of compliance is to compare the rate of participation of female student-athletes to the existing population of available female students. University policies that prohibit discrimination and harassment (available at [policy.uconn.edu](http://policy.uconn.edu) or by clicking [here](#)) mirror the protections afforded by Title IX.

The Office of the Athletic Director oversees the assessment and management of gender equity issues that affect student-athletes and the Division of Athletics staff. Since 1995, the University has contracted with an outside consulting firm to provide an annual review of the Title IX compliance plan. The University Senate, PAAC, the FAR, and the Office of Diversity and Equity (ODE) also provide consistent oversight to the Division of Athletics with regard to gender equity issues. The collective efforts of these offices and committees ensure that the University is consistently vigilant at monitoring and complying with Title IX.

### **Intercollegiate Sport Programs**

#### **Men's Sports**

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Ice Hockey  
Soccer  
Swimming and Diving  
Tennis  
Track & Field

#### **Women's Sports**

Basketball  
Cross Country  
Field Hockey  
Ice Hockey  
Lacrosse  
Rowing  
Soccer  
Softball  
Swimming and Diving  
Tennis  
Track & Field  
Volleyball

## **DIVISION OF ATHLETICS – DEPARTMENTS AND RELATED OFFICES**

### **Athletic Business Office**

The Division of Athletics Business Office reviews and processes the day to day transactional and business matters that support all functions and activities of the Division of Athletics. A primary function of the Business Office is to administer the annual budget of the Division in collaboration with the review of the Senior Associate Director of Athletics/CFO & Internal Operations and the Director of Athletics. In addition, the Business Office has oversight and provides direct assistance on the regular administrative activity involved in the areas of employee payroll, employee and team travel, the purchase of goods and services, the receipt and deposit of University funds and the disbursement of University Foundation funds.

### **POLICIES AND GUIDELINES**

#### **Business Contracts**

It is the policy of the University of Connecticut to honor all provisions agreed to in contracts entered into by the Division of Athletics. In general, a business contract is required for the following:

- Intercollegiate athletic events
- Concessions and novelties operations
- Event or facilities services
- Radio and television broadcast rights not subject to the IMG agreement
- Corporate sponsorships and advertising not subject to the IMG agreement
- Licensing/indicia protection
- Purchases (purchase orders)
- Travel services
- Food and hospitality services

The following procedure must be observed prior to the execution of any contract:

- Contact the Business Office regarding any need for outside products or services;
- The Director of Athletics' Office will then review the contract. The terms of the contract must be reviewed and approved by the Deputy Director of Athletics/Chief of Staff, the University's Chief Operating Officer, and the University's Attorney General. All University agreements must incorporate terms required by the state and must comply with Divisional rules, regulations, and budget resources;
- Only the Director of Athletics has authority to sign contract agreements on behalf of the Division. The Director may delegate this authority to a Senior Associate or Associate Director of Athletics for signature of certain agreements such as Facility Use Agreements or game contracts.
- Any contract over \$500,000.00 in value must be presented to the Board of Trustees as an information item and any contract with a value of over \$1,000,000.00 must be specifically approved by the Board of Trustees.
- All agreements are then submitted to the State of Connecticut Attorney General's Office for final review and approval.

The Director of Athletics' Office, in conjunction with the appropriate department or sport program, is responsible for the proper administration of all contracts. The University's Director of Purchasing institutes most purchasing contracts for items/services required by the University, and is responsible for overseeing the bidding and selection process as prescribed by the State.

## **Budget Formulation**

All divisions within the University of Connecticut submit annual budget requests which, once approved, are incorporated into the University's annual operating budget. This budget becomes the basis of authority for the financial operations of each individual division within the University during the fiscal year, which begins July 1. Budget priorities for the Division of Athletics are established each year by the Director of Athletics, who sets overall Divisional goals (e.g. salary improvements, enhancement of student support services, facility improvements, etc.). The allocation of funds is ultimately based on the justification of programs using the following criteria:

- The objectives of the intercollegiate athletics and recreational programs, as defined in its Mission Statement;
- The short and long-term goals for Divisional operations;
- The activities and programs needed to achieve these goals, to include facilities and capital equipment improvements; and
- An analysis of factors and situations which may affect planned activities (e.g. competition schedules, program expansion, salary competitiveness, etc.).

The budget formulation process is coordinated by the Business Manager with the approval of the Senior Associate Director of Athletics/Internal Operations. Staff members with budgetary responsibilities (e.g. coaches, program directors, department heads) receive a budget request package which includes budget worksheet(s), projected revenues and historical performance data.

Staff members with budgetary responsibilities are asked to project the actual cost of the operations necessary to perform the required functions in their sport or administrative area. Priority is given to salaries (as determined by the University and collective bargaining agreements), team and recruiting travel and other required operating accounts. Capital needs are funded according to projected reserves only after other needs are addressed.

Preliminary budget requests, including support documentation detailing travel, equipment and capital expenses, must be submitted by required deadlines to the Business Manager for review. The Business Manager combines individual budget requests into a total Division of Athletics proposed **balanced** budget. The Director of Athletics and Senior Associate Director of Athletics/Internal Operations review the proposed budget and make necessary adjustments as dictated by Divisional needs, ensuring compliance with University guidelines.

## **Revenue Estimates**

Revenue projections are developed annually and used as the basis for overall budget preparation. The projections are prepared based on actual data (e.g. contracted amounts) and historical data. Currently, Divisional revenues are derived from the following sources:

- University fees
- Ticket Income
- American Athletic/NCAA Annual Distribution
- Contract Income (Radio & TV rights fees)
- Postseason Competition
- Corporate Sponsorship Agreements
- Ice Rink

In the event that actual income falls short of budget projections, budget revisions may be made.

Upon final approval, employees with budgetary responsibilities will receive copies of their individual approved budget.



## **Budget Accountability and Control**

### **Accountability**

It is critical that Division staff with budgetary responsibility operate within their budget guidelines. Staff members will be held accountable for violating this policy. Coaches, sport administrators, and department heads are held accountable for the depletion of budget accounts, substantiating unbudgeted expenditures, and/or justifying the use of private funds to cover budget overruns.

### **Budgetary Control**

The oversight and approval of the expenditure of funds is a central component of the Division's budgetary control system. Prior to committing the Division to a financial obligation, a staff member must have the request approved. If prior approval is not obtained, the individual staff member may be held **personally responsible** for the resulting charges.

All quotes/purchase requisitions are reviewed and analyzed to ensure that budget allocations are not exceeded. It is recognized that there are areas within most budgets where staff members have little or no control (e.g. physical plant operating costs, etc.); however, in the areas that can be controlled, expenditures should be carefully monitored.

### **Monthly Budget Reports**

The monthly budget report is a tool which has been developed to assist managerial staff with the efficient fiscal administration of their budget accounts. The Athletic Business Office generates monthly reports reflecting a comparison of actual expenditures to the budget. These reports are distributed to Division staff members who are held accountable for cost center control. The Athletic Business Office sends monthly Foundation Account reports along with the monthly Financial Reporting System (FRS) reports.

## **Receipt, Custody, and Deposit of University Funds**

The Business Manager, Director of Ticket Operations, Executive Director of Recreational Services, Ice Rink Manager, and the Assistant Director of Athletics/Executive Director of the UConn Club are responsible for the receipt, custody and deposit of all funds collected within their area of authority and responsibility. Partial responsibility for such collections has been delegated to specified staff members within each area. Accountability is maintained for all funds collected through sales, contributions and other cash transfers, from the origin of collection to final deposit with the University Bursar's Office in the Budds Building or into another authorized account.

Areas within the Division which receive funds, the staff member responsible for fund custody and the type of receipt provided are listed below:

<b>Area</b>	<b>Staff Member Responsible for Custody</b>	<b>Receipt</b>
Ticket Office	Director of Ticket Operations	Tickets
Athletic Business Office	Business Manager	# receipt*
Recreation Program	Executive Director of Recreational Services	# receipt*
Ice Rink	Ice Rink Manager	Tickets, Class Registration
Development Office	Assistant Athletic Director/ Development	Gift Records Acknowledgement

Although the directors and managers listed above are responsible for the custody of specified funds, staff members within each area may be authorized to collect funds and issue receipts.

\*Any exchange of cash or negotiable instrument (e.g. check, money order, etc.) is to be validated by the use of an official receipt with the exception of athletic event tickets which serve as their own receipt of the transaction.

### **Deposit of Funds**

Each area, with the exception of the Development Office, that receives and controls funds is responsible for preparing a deposit report and delivering the funds to either the Athletic Business Office or the Ticket Office, as specified by University regulations and procedures. Funds are to be deposited the **same day** they are received unless extraordinary circumstances prevent this action on same day whereby funds will then be deposited on the next day. Daily cash and check deposits are prepared within the Athletic Business and Ticket Offices and carried by a Ticket Office courier via locked bank bag to the University Bursar's Office. A University Cash Remittance Slip is attached to the checks and cash within the bag.

### **Verification of Deposits**

The University's Bursar verifies the deposit and prepares an official receipt which is sent to the Athletic Business Office following the delivery. The Business Manager is responsible for reconciling deposits by checking the Division's general ledger sheets against the receipt listing sheets and the Bursar's deposit slips on a monthly basis.

### **Purchasing**

All purchases using University of Connecticut funding must be made in accordance with established University and State procedures. The Athletic Business Office (ABO) is responsible for working with the University's Procurement Department to ensure compliance with all University and State purchasing regulations related to acquisitions using Divisional or Foundation funds. All purchase requisitions must be submitted to the ABO. Staff members are expected to only enter purchase agreements which have been thoroughly reviewed and approved by a Senior Athletics Staff member and are appropriate to the business interests of the Division/University.

Division staff with purchasing authority may submit a purchase request to the ABO provided the required funds are available within their cost center's allocated budget. If the budget lacks sufficient funds, the request must be submitted to their Sport Administrator and an Unbudgeted Expense Worksheet completed and the required approvals obtained.

Purchase Order requests over \$10,000.00 must be sent out to bid, justified with a Sole Source Justification form, or provided by a state-contracted vendor. Sole source procurements include:

- Items which must be compatible with existing equipment or systems and are available only from the original manufacturer; or
- Items that have specific features essential for the completion of the task or project at hand that are available from only one source.

If a sole source is requested, an explanation of this request must be attached to the Purchase Requisition Form.

Goods and services available under existing state contracts may be purchased from state contract vendors in accordance with the terms and conditions set forth in the contract. All non-equipment items ordered via state contracts must be received and stored at the University Central Warehouse.

Staff members should submit requisition forms in a timely manner so as to permit the necessary processing to generate a purchase order from the University Procurement Department. In the event of circumstances regarding the need of an immediate purchase of an item, please contact the ABO directly to discuss the possibility of an expedited order.

### **Disbursements: Foundation Accounts**

University of Connecticut Foundation Accounts (Foundation) exist to enhance and strengthen existing University programs by providing additional financial support for the yearly operations of any particular program. Purchases from Foundation Accounts must be for purposes which support the goals and objectives of the

University of Connecticut, must have a legitimate business purpose and must be in conformity with the purposes and restrictions in the fund from which the disbursement is requested. Fund restriction information is available from the Athletic Development Office.

Individuals requesting items to be paid from their University of Connecticut Foundation restricted accounts must submit an original invoice or receipt to the Athletic Business Office. The requestor must include the names of all individuals involved and the purpose of the expense. The Athletic Business Office will then prepare the Request for Disbursement Form (RFD) online. At that time, the balance in the account will be confirmed to ensure it is sufficient to cover the expense. Not valid. They should follow the procedures outlined above but let us know that the funding is from the Foundation. They should not proceed doing something directly if using FDN funds.

The RFD, along with all of the supporting documentation, is submitted to the supervisor of the area and Compliance for review and approval. Upon approval, the RFD is returned to the ABO and then forwarded to the Senior Associate Director of Athletics/CFO & Internal Operations for signatory approval. Any purchase of \$10,000.00 or more requires the approval of both the Deputy Director of Athletics/Chief of Staff and the Director of Athletics. Any expense for which the Director of Athletics is in attendance or any expense that has a taxable benefit for an Athletics employee must be submitted to the University's President's Office for approval as this is considered a compensation issue.

The Athletic Business Office will copy the RFD with all signatures and forward to the Foundation. Once the Foundation issues the check, it will be given to the Athletic Business Office to distribute to the appropriate recipient.

Note that **only** the Director of the Foundation is permitted to enter into written agreements committing Foundation funds.

### **Travel**

The University's travel policies and procedures can be found at <http://www.travel.uconn.edu>.

## **Athletic Communications**

The Office of Athletic Communications serves as the liaison between the Division of Athletics and all media, including traditional print, electronic (radio and television), and internet based outlets. As the primary media contact, the Office of Athletic Communications' main objective is to publicize all intercollegiate teams in the most professional manner possible, while creating interest and enthusiasm and maintaining a reputation for credibility and integrity. To achieve this goal, the Office works closely with coaches, student-athletes and administrators.

Athletic Communications provides information and commentary on all aspects of the intercollegiate athletics program, maintains the Division's official website, <http://www.UConnHuskies.com>, and is responsible for most of the Division's printed and on-line materials, including digital media guides, press releases, game programs and internet materials. Communications also directs all aspects of media activities at athletic events by serving as host to radio, television, print, and internet media representatives, supervising media credentials, coordinating press conferences, supervising the collection of statistics (at home contests), reporting contest results, staffing away events, and assisting in the preparation of required Conference and NCAA reports.

## **POLICIES AND GUIDELINES**

### **Publications**

The Office of Athletic Communications produces professional publicity materials of the highest quality in compliance with University, Conference and NCAA rules and regulations. All media guides are now produced digitally and house on the UConnHuskies.com website. They are available in both PDF format and in a more compatible reading format called ISSUU.

Publicity materials not only provide the media with vital information about the athletics program, but also stimulate support for athletics programs from the University, fans and the surrounding community.

Game-day programs for Football, Men's and Women's Basketball are produced through the Division of Athletics' relationship with IMG. For the other Olympic sports, Communications will produce a four page black-and-white 8.5x11 program for each event.

The Office maintains an active file of photographs of student-athletes, members of the coaching staff and athletic administrators. The file includes posed team and individual photographs as well as game action photos. All photographs are the property of the Division of Athletics, and the Division of Athletics maintains all intellectual property rights to the photos. Photographs may be used only with permission from the Division of Athletics. Copies of photographs are made available to members of the media upon request, without charge. Internal use of photographs is determined by mutual consent between the Office of Athletic Communications and the individual requesting the photo. Coaches may not contact the photographer directly to request extra prints or files. Student-athletes may not receive any photographs, unless considered part of an approved athletic award, per NCAA regulations.

### **Events**

The Office of Athletic Communications provides assistance to members of the media who cover the University's sport programs, so that they can perform their duties in a professional and timely manner. The Associate Director of Athletics/Communications, in conjunction with the Director of Athletics, is responsible for establishing guidelines for media coverage of intercollegiate athletic events. The Associate Director of Athletics/Communications coordinates staff coverage for all varsity events (home and away), and also assigns sufficient staff to meet the publicity needs of each program on a seasonal basis. Staff members' responsibilities may include specific sports and also individual coverage assignments as they occur. Event management responsibilities may include recording and reporting event results, issuing credentials to approved members of the media, coordinating and monitoring activities in the press box and on the sidelines, instructing security on media procedures, and providing appropriate information and support services to any visiting team's Sports Information Office. Communications staffs both home and away contests for Football and Men's and Women's Basketball. Travel with other teams is based on media coverage of the event, with consideration given to

television and radio coverage. A Communications' representative will attend all NCAA team tournaments and most American Athletic Championships.

Postgame responsibilities at all home events include providing official statistics, arranging interviews with players and coaches, providing information to specified news agencies, and updating <http://www.UConnHuskies.com>. Postgame interviews generally begin after the 10 minute "cooling off" period. All UConn locker rooms are closed to the media unless required by the rules of a particular event, such as the NCAA Championship.

If no Athletic Communications staff is present at an event or cannot make arrangement with the opposing SID office, then the Head Coach is responsible for reporting all scores and highlights immediately following the conclusion of the contest. The Office of Athletic Communications will then release those results to approved media outlets.

Athletic Communications records, compiles, and maintains highlights and statistical data on all intercollegiate events, and also maintains complete files on individual lettermen, as well as a "clip file" on the Division.

### **Credentials**

Press credentials (sideline passes) are issued to approved members of the media at the discretion of the individual team's Sports Information Director.

### **Interviews, Press Conferences, and Press Releases**

The Office of Athletic Communications coordinates all student-athlete interviews, both telephone and in-person, with members of the media. All interview requests should be referred to the Office of Athletic Communications; however, coaches and administrative personnel retain the right to schedule their own interviews.

In general, interview sessions for Football and Men's and Women's Basketball are scheduled before or after practices, as designated by the Head Coach, and postgame interviews are held at the conclusion of each event. Athletic Communications will assist with the coordination of interviews, by establishing ground rules, selecting the time and location, formally introducing the participants, preparing relevant background material, and providing other assistance as needed.

Due to the national prominence of the athletics program, the image of the Division of Athletics directly affects the reputation of the entire University. All student-athletes, coaches and staff should exercise extreme caution when making any statements to the media. Interview questions should be answered honestly, with tact and diplomacy. The Director of Athletics, in conjunction with the Associate Director of Athletics/Communications and the coaches, is ultimately responsible for determining which types of information and commentary are appropriate for release. Coaches and student-athletes retain the freedom to speak with media representatives without supervision, but cannot provide privileged information concerning the Division of Athletics and its student-athletes.

Athletic Communications retains sole authority to release the names of prospective student-athletes following the receipt by the University of a National Letter of Intent. Any premature or unauthorized release of this information may result in NCAA sanctions against the school. Division employees should respond to media inquiries regarding any verbal commitments to the University with "no comment." Refer persistent inquiries to the Associate Director of Athletics/Communications.

### **Coaches Responsibilities**

Coaches are expected to cooperate fully with the Office of Athletic Communications to achieve favorable media coverage and provide for the production of quality publications for their sports. Coaches must abide by all federal and state laws, including the Buckley Amendment (also known as the Family Educational Rights and Privacy Act and FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), as well as all University policies when releasing student-athlete information. Coaches are further expected to be courteous and cooperative with members of the media at all times, even during difficult situations. Coaches should think carefully prior to answering media questions dealing with subjects such as specific student-athletes, injuries or controversial topics. Public statements or media releases regarding sensitive topics must be approved by the

Director of Athletics or Senior Associate Director of Athletics/Administration prior to release. Head Coaches are also responsible for ensuring that their student-athletes are instructed in the appropriate manner of addressing media representatives during interviews.

## **Office of Compliance**

The compliance with NCAA regulations is of the highest priority for our athletic program and institution. Under the direction of the Athletic Director, the University has a comprehensive compliance program designed to align with NCAA guidelines and principles insuring institutional control. The Division compliance efforts are proactive and include a comprehensive education effort provided to all University and non-University constituencies connected to Athletics. Compliance efforts include a regular audit of policies and procedures. A thorough rules education effort is in place for individual coaches and team members. Individual coaches report to senior athletics staff and each coach is responsible for their assistant coaches.

## **Counseling Program for Intercollegiate Athletes**

The Counseling Program for Intercollegiate Athletes (CPIA), a unit within the Division of Athletics, provides advanced academic counseling and exists as a liaison between the academic and athletic communities in order to promote retention, progress toward a degree, and graduation for all student-athletes at the University. The primary goal of the program is to assist student-athletes in reaching their educational goals while competing in intercollegiate athletics. CPIA counselors work closely with coaches, faculty, and a variety of campus resources in order to help facilitate students' successful transition into college by instituting academic and social support programs which include but are not limited to counseling, pre-advising, tutorial, life skills programs and boundless opportunities for personal growth and development. The specific objectives of the program are:

- To promote a positive academic experience for students and provide opportunities and strategies to help students reach their educational goals;
- To support students in fostering a successful academic and social transition from high school to college;
- To provide students with the necessary information and skills in order to make a successful transition from their undergraduate experience to graduate studies or professional life;
- To develop programs to aid students in achieving a healthy balance between academics and athletics; and
- To help students comply with University and NCAA standards.

Further information on CPIA is available at their website, <http://www.uconnhuskies.com/sports/cpia/conn-cpia-body.html>, and the contact number of the main office is **860-486-5515**.



## **The UConn Club**

### **The UConn Club**

The UConn Club's primary mission is to generate revenue for the overall operation of the University of Connecticut Division of Athletics. To achieve this mission, the staff has developed a comprehensive fundraising program which incorporates annual giving, endowed scholarships, planned and deferred giving, capital campaigns, gifts-in-kind, matching gifts and corporate solicitations. Money generated is used to fund student-athlete scholarships, the improvement of facilities and the enhancement of all sports programs. Donors may earmark their contribution to be used by specific sports or may direct the contribution to the Husky Excellence Fund and the Husky Annual Scholarship Fund, which assists all 24 sports. Funds are managed and invested by the UConn Foundation, and all gifts are deposited by the Foundation for the benefit of Athletics. All donors contributing \$100 or more annually to The UConn Club automatically earn membership.

Coaches and senior administrative staff members are encouraged to participate in fundraising efforts and identifying prospective donors. All fundraising activities must be coordinated by the Development Office and approved by the Director of Athletics. All fundraising must also comply with Foundation, University, Conference, and NCAA rules and regulations.

For additional information on the giving program and gifts and donations, please contact **486-3863**.

### **The University of Connecticut Foundation**

The University of Connecticut Foundation is a non-profit organization, separate and independent from the University of Connecticut, whose mission is to solicit, receive and administer gifts and financial resources from private sources for the benefit of all campuses and programs of the University of Connecticut. As the primary fundraising arm for the University, all contributions to athletics are deposited with the Foundation, except corporate sponsorships, which are deposited with the University.

## **Athletic Equipment Services**

Athletic Equipment Services is responsible for the procurement and distribution of athletic equipment, uniforms and apparel for all intercollegiate programs at the University of Connecticut. The Athletic Equipment Services staff works with the coaching staffs for all sport programs to identify and monitor equipment and apparel needs as well as to maintain the current and continuous inventory of athletic equipment received by the Division of Athletics. In addition, the Equipment Services staff ensures adherence to the University Agreement with NIKE USA as well as University policies and NCAA rules.

## **POLICIES AND GUIDELINES**

### **Apparel and Equipment Ordering/NIKE Agreement**

As outlined in the University's agreement with NIKE USA, Inc., NIKE is the exclusive athletic footwear, apparel, and equipment supplier to the University of Connecticut. Accordingly, NIKE products must be used by student-athletes, coaches, and staff for games, practices, exhibitions and other official University activities in which the team, coaches and staff would reasonably expect to wear athletic apparel or equipment. All apparel and equipment **must** be ordered and received through the Athletic Equipment Services Office. Beyond distribution to sport programs and student-athletes, the distribution of NIKE apparel to Division staff shall be in accordance with written guidelines that is based upon business need by position. Also, any personal equipment or apparel that is provided to or personally purchased by a Coach from an apparel dealer should be delivered to the home address of the Coach and cannot be received by the University.

### **Retention of Athletic Apparel and Equipment**

#### **Apparel**

Student-Athletes who have completed his/her collegiate career in good standing may keep all apparel free of charge. Student-Athletes with remaining eligibility should expect to return everything they are issued. The equipment room will deem which items are re-usable and non-reusable. Items that are deemed non-reusable can be kept by the student-athlete free of charge. Re-usable items must be returned to the equipment room on the date designated by the sport equipment manager. If the items are not returned the student-athletes fee bill will be charged for the cost of those items.

#### **Equipment**

Student-Athletes who have completed his/her collegiate eligibility that wish to keep equipment may do so but will be charged the going rate or depreciated value of the item. Student-Athletes with remaining eligibility should expect to return everything they are issued. Any equipment the returning student-athlete wishes to keep that is deemed non-reusable the same billing procedure applies.

Student-Athletes that leave a squad prior to the end of a season or completion of career are required to return all items back to their sport equipment room. They will be charged for any items that are not returned.

## Athletic Facilities and Operations

### Athletic Facilities and Operations

The Athletic Facilities and Operations department provides a comprehensive range of services that supports the business and events of the Division of Athletics. The diverse and critical services provided by Facilities and Operations include:

- **Event Management and Game Operations** for all sport programs including inspection and set-up of facilities and parking areas; coordination between staff, coaches, media relations, marketing, equipment and athletic trainers; distribution of credentials; scheduling and coordination of officials/referees, scoreboard operations, police and security staff and other necessary event/operations staff;
- **Scheduling of Division of Athletics** facilities for games, events, and practices of all intercollegiate sport programs, University events (commencement, concerts) as well as use by outside groups and organizations;
- **Provision of Landscape and Turf Management Service** that includes the day to day and scheduled work required to preserve, maintain, and improve athletic grounds and fields;
- **Facility Maintenance** in the form of the daily and scheduled management of a facility and the supporting infrastructure including mechanical equipment and electrical systems; and
- **Renovations and Capital Projects** including additions or modifications to existing facilities and projects that are part of the Division or University campus master plan.

## POLICIES AND GUIDELINES

### Event Credential Policy

The issuance of game or event credentials is intended to support and facilitate the performance of official job duties and functions of the recipient Division employee by permitting access to areas within the event facility that are otherwise restricted to the general public. Game or event credentials are non-transferrable and should only be distributed to and used by Division of Athletics employees that are required to be at the game or event to perform their official duties. The use of Division credentials for personal business or for any purpose unrelated to the business of the Division of Athletics or the University is prohibited.

To assist in the conducting of Division or University business, a Guest/Special Access Credential can be issued that will provide pregame, halftime and postgame access to a field or courtside area, media workroom and team locker rooms (after games). A Guest/Special Access Credential will not provide gate admission and may only be used in connection with a ticket for admission to an event facility. Individuals with a Guest/Special Access Credential must be seated in the general public seating area.

The issuance of credentials shall be under the direction and coordination of the Associate Director of Athletics for Facilities Management and Planning and shall follow a list of persons to be reviewed and approved by the Athletic Director (or his/her designee) prior to the beginning of both the fall and winter season of intercollegiate athletic events.

Any breach or failure to comply with this policy may result in the withdrawal of an issued credential and any other appropriate disciplinary action.

## **Event Credentials**

### **All Sport All Access Credential**

The University and Division of Athletics positions set forth below will be provided an All Access Credential for use for all home intercollegiate athletic events conducted during the academic year. To assist in the conducting of Division or University business, a Guest/Special Access Credential may be issued along with the All Access Credential. The number of Guest/Special Access Credentials issued to each respective position is set forth in the column below.

### **Guest /Special Access Credential**

Chairman – Board of Trustees.....	1
University President.....	2
Chief of Staff.....	1
Athletic Director.....	3
Senior Associate/Associate Directors .....	1
Special Advisor for Athletics.....	1
Faculty Athletic Representative .....	1
*Associate Director/Athletic Communications.....	1
*Assistant Director(s)/Athletic Communications	
*Athletic Communications Interns	
*Athletic Communications Administrative Assistant	
Assistant Director/NCAA Rules, Education & Compliance	
Assistant Director of Athletics/Athletic Development.....	1
Executive Director/Recreational Services.....	1
*Director of Sports Medicine.....	1
*Team Physician.....	1
Head Athletic Trainer	
Assistant Athletic Trainers	
Graduate Assistant Athletic Trainer	
*Assistant Director of Athletics/Ticket Operations .....	1
*Director of Ticket Operations	
*Assistant Director(s) of Ticket Operations	
*Ticket Office Assistants	
Assistant Director/Trademark Licensing .....	1
*Associate Director/External Operations.....	1
*Director of Digital Media	
*Assistant Director/Tickets and Fan Development	
*Marketing Assistants/Graduate Assistants	
*Director of Equipment Services	
*Associate Director/Facilities Management & Planning .....	1
*Director of Event Management .....	1
*Gampel Pavilion Facilities Manager	
*Facility Assistants/Interns	
*Director of Video Services	
*Assistant Directors/Video Services	
Spirit Squad Coach(s) (Football, Men's & Women's Basketball)	
Band Director	
*Conference Officials	

**All Sport Special Access**

The positions listed below will receive a Special Access credential for use for all home intercollegiate athletic events conducted during the academic year that will provide pregame, halftime and postgame access to a field or courtside area and media workroom. The Special Access credential will not provide admission to the game facility and may only be used in connection with a ticket for admission to an event. The positions listed below may also receive additional Special Access credentials in the amount indicated below for use by a guest to assist in the conducting of University business.

**Guest /Special Access Credential**

Provost .....	1
Executive Vice President for Health Affairs.....	1
Executive Vice President and Chief Financial Officer. ....	1
Vice President for Student Affairs .....	1
Vice President for Enrollment Planning.....	1
President UConn Foundation.....	1
Executive Director – Alumni Association .....	1
UConn Co-op.....	2

**Sport Specific All Access Credential**

The following positions listed below will receive an All Access Credential specific to a sport program that will permit access to all home games for the respective sport program.

- \*Athletic Communications Staff (statistic, media relations, etc.)
- \*Athletic Operations Staff (scorer’s table, etc.)
- \*Assistant Director of Equipment Services
- Orthopedic Consultant
- Assistant Athletic Trainer
- Assistant Strength and Conditioning Coach
- \*Assistant Director of Video Services

\*Positions designated to have access to event food areas.

**Sport Specific Guest/Special Access Credential**

The positions/persons set forth below will receive a Guest/Special Access credential specific to a sport program that will provide pregame, halftime and postgame access to a field or courtside area, media workroom and team locker rooms (after games) for all home games of a specific sport program. A Guest/Special Access Credential will not provide game admission and may only be used in connection with a ticket for admission to an event facility.

- Spouse/Family of Head Coach
- Guest of Assistant Coach and Director of Administration/Operations
- Sport Program Administrative Staff

**Acceptable Use and Access Policy to Event Food Areas**

The provision of a food or hospitality area at any Division of Athletics event is intended to support working members of the media that are present to cover the event. In addition, a hospitality area is also intended for the support of Division of Athletics staff that: 1) are required to be at the event to perform their official duties and 2) would not otherwise have the ability to consume a meal due to the required hours in connection with the event.

State law, regulations and the University Code of Conduct prohibit employees from using their public office to receive a benefit beyond official salary and compensation. At all times, any state resources or services, including access to food and hospitality areas, should not be utilized for personal use and should strictly align and relate to the transaction of official business of the Division of Athletics and the University of Connecticut.

Access and use of the food and hospitality areas at any Division of Athletics event shall be limited to:

- Media personnel with a credential issued by the Division of Athletics, and
- Division of Athletics staff required to be at the event to perform their official duties.

Access to a food and hospitality area shall only be permitted to media personnel with a proper credential and Division staff that are designated on a prepared employee list to be reviewed and approved by the Athletic Director (or his/her designee) prior to the beginning of each academic year. The employee list shall be monitored at the entrance of the food hospitality area and admittance shall not be permitted to any Division employee that is not on the approved list. Any breach or failure to comply with this policy may result in the withdrawal of an issued credential and any other appropriate disciplinary action.

### **Event Reimbursement Policy**

Attendance at athletic department events is intended to support and facilitate the performance of official job duties and functions of specific Division employees. Reimbursement for meals, mileage, and parking will only be provided to those employees that are required to be at the game or event to perform their official duties. Reimbursement for expenses incurred for personal business or for any purpose unrelated to the business of the Division of Athletics or the University is prohibited. Any breach or failure to comply with this policy may result in appropriate disciplinary action.

### **Dining Facility and Husky One Card Policies**

State Law (Conn. Gen. Stat. §1-84), State regulations (5-141c-2-11) and the University Code of Conduct prohibit state employees from using their public office or position for personal gain beyond official salary or compensation. Accordingly, any state resources, including property, equipment and services should not be utilized for personal use and should strictly align and relate to the transaction of official business of the Division of Athletics and the University of Connecticut.

### **Burton Family Football Complex Dining Facility**

Access and use of the Burton Dining Facility is limited to individuals that appear on the Training Table Master List. The Master List will be maintained by the Director of Football Administrations and must be reviewed and approved by the Head Football Coach and the Athletic Director or his/her designee prior to the start of the pre-season practice. The Director of Football Administration or a designee will monitor access to the Dining Facility in accordance with the Master List. University staff or guests that are not on the Master List must be approved in advance by the Head Football Coach and the Athletic Director or his/her designee and such approval shall be based on the existence of a legitimate state business purpose to support the access of the staff member or guest. A log of the names and the dates of persons approved for access to the Burton Family Football Complex Dining Facility shall be maintained by the Director of Football Administration.

### **Husky One Card**

A University funded and issued Husky One Card shall only be utilized in connection with the performance of the official duties and responsibilities of the state employee. The use of a Husky One Card for personal meals that are unrelated to any official business or job related duties is prohibited. The personal or unauthorized use of a Husky One Card for non-state business could result in revocation of the use of a Husky One Card as well as other appropriate disciplinary action. It shall be the responsibility of the employee user of a University issued Husky One Card to maintain a monthly log of all state business transactions conducted with the Card indicating the date and other relevant details supporting the legitimate business purpose of the use of the Card. It shall also be the responsibility of the user to submit the monthly log to the Athletic Business Office at the end of each month, even if the card is not used in that particular month. These logs will be attached to the corresponding monthly statements received by Dining Services. These records will be subject to Internal Auditing on an annual basis.

## **Facility Use Agreements**

Athletic facilities may be used by organizations outside the Division. However, the Division may refuse use of its facilities, if:

- Scheduling conflicts occur (facilities are not available at the time requested);
- The meetings or events sponsored solely by a non-University organization are strictly for political purposes;
- The nature of the activity is assessed to potentially cause serious disruption;
- The purpose of the activity is prohibited by either federal, state or local statute, or Board of Trustees regulations; or
- An event is assessed to potentially produce damage to the facility or endanger attendees.

Requests for the use of facilities by non-Divisional organizations are directed to the Associate Director of Athletics/Facilities Management and Planning. The Associate Director of Athletics/Facilities Management and Planning determines the rental rate and details of the contract based upon the facility specific time frame and necessary staff for the event. All health, fire and other regulations applicable to Divisional facilities must be observed by any group using its facilities.

The Facility Use Agreement document template can be accessed from the Office of the Attorney General website at: <http://www.attorneygeneral.uconn.edu/contracts.html>.

The terms of the Facility Use Agreement must be reviewed and approved by the Deputy Director of Athletics/Chief of Staff, the University's Chief Operating Officer, and the University's Attorney General.

Billings related to facilities use are processed by the Business Manager and the Associate Director of Athletics/Facilities Management and Planning. If an event is cancelled, the sponsoring group may be responsible for costs incurred by the Division prior to cancellation.

## **Athletic Marketing**

The Athletic Marketing Office is focused on building awareness and generating interest in UConn Athletics through effective advertising and communications designed to encourage ticket sales for the selected sports where admission is charged. In addition, the Marketing Office manages promotional efforts for UConn Olympic sports for which admission is not charged, in an effort to create a better home atmosphere for our teams through increased attendance. The Marketing Office staff works closely with various units and sport offices such as Tickets, Development, Communications, Operations and Licensing Offices, as well as sport administrators and coaches.

The Division of Athletics maintains an agreement with an advertising agency to create media campaigns designed to maximize the sale of tickets. The Marketing office also has a full-time staff member whose primary responsibility is group sales activities for all ticketed sports.

Athletic Marketing is also responsible for enhancing the game-day atmosphere athletic events, for the enjoyment of the patrons who attend, and executing game day elements such as house music, the national anthem, half-time entertainment, and in-game contests and promotions. Further, Athletic Marketing is responsible for fulfilling promotional and mascot appearance requests, designing on-campus promotions (flyers, sandwich boards, and student union banners), planning for special activities designing to honor UConn coaches and student-athletes (including on-court recognition/achievement presentations, and theme days), assisting with elements of <http://www.UConnHuskies.com>, and operating the Junior Husky Club (a fan support group for youth). To help accomplish these tasks, Athletic Marketing works with student organizations outside of the Division of Athletics, including among others, the band, cheerleaders, and dance team. Marketing also acts as the liaison with UConn's multi-media marketing partner, IMG College. IMG sells and services all corporate sponsorship agreements (see below).

IMG manages the University's radio network. At present, the flagship station for all football, men's basketball and women's basketball broadcasts is WTIC-AM Newstalk 1080, a CBS Radio station based in Hartford.

The American Athletic Conference is responsible for negotiating the television rights for all intercollegiate football, men's basketball and women's basketball contests. In the absence of any American Athletic Conference broadcasting contract, the University may then develop its own broadcast agreements.

### **IMG College Agreement**

In 2008, the University reached an agreement with IMG College which established a multi-media rights partnership. IMG cultivates, sells and stewards all of the University's marketing rights, including corporate partnerships (advertising and promotions). UConn will continue to manage its 10-year equipment and apparel agreement with NIKE as well as an agreement with SportsNet New York (SNY) involving the marketing of women's basketball broadcasts. Athletic Marketing is the liaison between the Division of Athletics and IMG College and assists IMG in the identification and annual retention of a select number of high-profile corporate partners to maximize revenue and enhance the game-day atmosphere.

### **NIKE Agreement**

The Division of Athletics maintains an exclusive corporate sponsorship with NIKE. The agreement covers all 24 sports and provides that NIKE is the exclusive footwear, apparel and equipment provider for UConn Athletics. As such, team members, including players, coaches, and staff are required to wear and/or use NIKE apparel and equipment during games, practices, exhibitions and other official University activities. The provision of all NIKE athletic apparel and equipment is coordinated through the Office of Equipment Services. Any questions regarding the NIKE Agreement can be directed to the Director of Equipment Services or the Athletic Director's Office.

### **Corporate Partnerships**

Revenue generated from corporate sponsorships is a key source of income for the Division and is utilized to support the Division's mission for overall academic and athletic excellence. Corporate sponsorships can also result in increased media exposure and greater attendance at athletic events. Partnership packages may include many forms of advertising, including television shows, the UConn radio network, game tickets, game



programs, arena/stadium signage and the public address system. Packages may also include promotional giveaways, half-time events and VIP hospitality.

All corporate partnership solicitations are made by IMG on behalf of the Division of Athletics. Solicitations are directed to appropriate firms on the basis of advertising merit and opportunity to broaden our consumer base. Sponsorship exclusivity may be granted to specific types of partners (financial and insurance companies, soft drink vendors, etc.) based on the corporation's level of commitment to the program.

For the right to secure corporate sponsorships and media agreements on behalf of the University, IMG guarantees the Division an annual payment or rights fee. After reaching a contractually agreed upon sales threshold, the Division may share in additional income from IMG. It is to our benefit to assist IMG in the development of sales and promotions that enhance the game day experience and produce additional revenue for the Division.

### **Souvenir and Novelty Sales**

All merchandise sold in athletic facilities must be licensed with the University of Connecticut National Licensing Program, administered by the Assistant Director of Athletics/Trademark Licensing & Branding. Samples of all products bearing University logos or marks which are sold or distributed to the public must be submitted for approval to the Assistant Director of Athletics/Trademark Licensing & Branding prior to each use.

Potential licensees (i.e. manufacturers and vendors) must submit products to the Assistant Director of Athletics/Trademark Licensing & Branding who approves and monitors the quality of items. Licenses may be revoked and unacceptable items confiscated at any time should the products fail to meet the original licensing specifications.

### **Advertising and Promotional Items**

The Associate Director of Athletics for Marketing coordinates all print and electronic advertising for Division of Athletics events. A proof of any item (including, but not limited to flyers, posters, and t-shirts) used in advertising or promotions must be approved by the Assistant Director of Athletics/Trademark Licensing & Branding prior to distribution, to ensure use of appropriate logos and colors. The Associate Director of Athletics for Marketing (or designee in the Marketing office) is available to meet with each Head Coach to determine advertising priorities and costs.

Advertising for non-University athletic events, such as summer camps and clinics, is the sole responsibility of the coach directing the event. Any coach holding such an event must give appropriate attention to the wording and presentation of the advertisement so as to ensure compliance with state and University ethics rules. Any such advertisement must not create any confusion that this private camp/clinic event is an official University activity.

## Recreational Services

### Mission Statement

UConn Recreation is committed to offering quality programs, facilities, and services to the University of Connecticut community that encourages healthy lifestyle choices and fosters personal growth and wellness. We support an environment that values and delivers outstanding customer service.

### Membership

Faculty, staff, spouses and life partners of faculty and staff, affiliated employees, alumni, and community members may purchase an *associate membership* or daily guest privileges for a fee. For questions concerning eligibility or special use, please call the customer service center at **486-0002**.

### Hours of Operation

#### Fall and Spring Semesters

- Monday – Friday: 6:00 AM – Midnight
- Saturday – Sunday: 9:00 AM – Midnight

#### Summer and Intersession

- Monday – Friday: 6:00 AM – 8:00 PM
- Saturday – Sunday: 10:00 AM – 4:00 PM

Hours are subject to change without notice due to emergencies. All facilities are closed for Thanksgiving Break, Christmas Day, New Year's Day, Memorial Day, and the Fourth of July.

All questions or comments regarding programs or facilities of UConn Recreation may be directed to the main office at **486-0002**.

For additional information, please visit Recreational Services online at: <http://recreation.uconn.edu/>.

## **Department of Sports Medicine**

The Department of Sports Medicine works as an integrated multi-disciplinary team whose purpose is to provide the optimal safe environment for student-athletes to train and participate in their sport. The staff takes great pride in the individual attention provided to each student-athlete and are devoted to preventing injury, rapidly diagnosing and treating injury, and maximizing athletic performance. The disciplines of athletic training, strength and conditioning, sports medicine, orthopedic sports medicine, optometry, nutrition, exercise physiology and psychology work in concert to provide comprehensive care for the student-athlete.

The staff of the Department of Sports Medicine is comprised of three physicians from University Student Health Services that specialize in sports medicine along with ten full time athletic trainers and five graduate assistant athletic trainers. In addition, the department benefits from the significant services provided by orthopedic consultants, sports medicine fellows, and other allied health professionals.

The athletic training facilities include the central athletic training room in Gampel Pavilion, the state of the art Marziali Family Training Room in The Burton Family Football Complex and training rooms in the Greer Field House and the Mark Edward Freitas Ice Forum.

Further information on the Department of Sports Medicine can be found at:

<http://UConnHuskies.com/school-bio/sports-medicine.html>.

Additional Sports Medicine information, including the University Drug Testing Program, can be found in the Student-Athlete Handbook at:

[http://grfx.cstv.com/photos/schools/conn/genrel/auto\\_pdf/2011-12/misc\\_non\\_event/student-athlete.pdf](http://grfx.cstv.com/photos/schools/conn/genrel/auto_pdf/2011-12/misc_non_event/student-athlete.pdf).

## **Athletic Strength and Conditioning**

The Strength and Conditioning staff provides each student-athlete personalized instruction and a conditioning program tailored to meet the specific needs of the individual based upon the demands of their sport and the individual's present fitness levels. Specific testing is done to each student-athlete to monitor progress in strength, power, speed, conditioning, and agility as well as to provide the Sports Medicine staff with critical information on the physical profile and status of each individual. The cooperative approach of the Strength and Conditioning staff along with the Sports Medicine staff also includes important collaboration with the Sports Nutrition staff to ensure that all health and conditioning issues are addressed by expert professionals.

The Strength and Conditioning facilities include the state of the art facility at the Mark R. Shenkman Training Center as well as two separate facilities in Gampel Pavilion and a large additional strength facility in the Greer Field House. As a provision of safety and policy, the Strength and Conditioning staff does not permit the use of the facilities by student-athletes unless a staff member is present.

Additional information regarding the Strength and Conditioning program is available at:

<http://www.uconnhuskies.com/school-bio/strength-conditioning.html>

## **Athletic Ticket Operations**

The Athletic Ticket Operations unit is responsible for the allocation, processing, distribution and accounting of all athletic event tickets in accordance with University policies and NCAA rules. Athletic Ticket Operations administers all game-day management activities as related to tickets and coordinates with sport programs, Athletic Development and Athletic Marketing to ensure appropriate distribution of tickets in compliance with all NCAA rules and regulations.

### **Ticket Office**

- Location: Breezeway between Gampel Pavilion and the Greer Field House
- Hours of Operation: Monday – Friday, 9:00am – 4:30pm
- Contact the Ticket Office:
  - Toll Free: 1-877-AT-UCONN
  - Local: 860-486-2724
  - Fax: 860-486-9396
  - Email: [athtickets@uconn.edu](mailto:athtickets@uconn.edu)

## **POLICIES AND GUIDELINES**

### **Staff Tickets**

Division Staff members are eligible to receive tickets as a part of their overall compensation package for each of the six ticketed sports, Football, Men's Soccer, Women's Soccer, Men's Ice Hockey, Men's Basketball and Women's Basketball. In accordance with Internal Revenue Service regulations, the face value of the issued tickets will be reported to the University Payroll Office as income. This reporting will cause an increase in the taxable income of the staff member on the annual W-2 Form.

All staff members will be required to sign and complete a complimentary ticket request form which includes the University Event Ticket Use Policy and will contain the eligible quantity of tickets that may be received by the staff member. Please see a copy of the employee season ticket application for the 2009 Football Season on page 28.

### **Student-Athlete Complimentary Admissions**

Complimentary admissions for student athlete guests are distributed in accordance with NCAA rules and regulations for each of the six ticketed sports. Each student-athlete is allowed a maximum of four complimentary tickets per home event and two complimentary tickets per away event in his/her sport.

### **High School Coaches/Prospect Complimentary Admissions**

High school coaches are eligible to receive a maximum of two complimentary admissions to each home contest. Complimentary admissions for these individuals may be requested by completing a "Blue Card" with signature approval by the Compliance office.

Complimentary admissions for Prospective Student-Athletes may be requested by completing either an Unofficial or Official Visit form. Please see copies of both of the forms on pages 29 and 30.

**University of Connecticut – Division of Athletics  
2014 Football Season Ticket Application**



The Ticket Office is preparing for the upcoming Football season. You are eligible to **REQUEST AND RECEIVE A MAXIMUM OF TWO (2) COMPLIMENTARY SEASON TICKETS** for the upcoming season at Rentschler Field. Your season tickets will be in the **University Employee Preferred Area**. *In addition, you have the opportunity to purchase additional season tickets, which will not be located next to your complimentary tickets. Additional seats will be located in the **Reserved area**.*

Home Game Schedule

Fri., Aug. 29	BYU	8:00PM	Sat., Sept. 27	Temple	TBA
Sat., Sept. 6	Stony Brook	TBA	Sat., Nov. 1	UCF	TBA (Homecoming)
Sat., Sept. 13	Boise State	TBA	Sat., Nov. 22	Cincinnati	TBA
			Sat., Dec. 6	SMU	TBA

Please indicate your preference(s) below. **COMPLETE AND RETURN THIS FORM TO THE TICKET OFFICE BY MONDAY, MAY 19, REGARDLESS OF WHETHER YOU ARE ACCEPTING OR DECLINING TICKETS.**

\_\_\_\_\_ Yes, I would like two (2) **complimentary** tickets for the 2014 Football season in the **University Employee Preferred Area** (each season ticket is valued at \$210.00).

\_\_\_\_\_ Yes, I would like to **purchase additional** 2014 Football season tickets in the **University Employee Reserved Area** and I understand they will not be next to my complimentary tickets (see credit card information line below).

<u>Quantity</u>		<u>Price</u>		<u>Total</u>
_____	X	\$175.00	= \$	_____

MasterCard / Visa / AMEX: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

\_\_\_\_\_ No, I would not like complimentary tickets for the 2014 Football season.

I understand and agree by completing this request that the taxable value of any complimentary personal use tickets made available for me shall be reported as income. The total face value of tickets will be reported to the University Payroll Office and added to my 2015 W-2 Form.

## University Event Ticket Use

### Policy Objective

Certain University employees and senior administrators are provided with University event tickets as part of their employment agreements. Employees may also be eligible to purchase University event tickets because of their employment. In general, such tickets are provided or available for purchase as a means to promote and encourage University personnel to participate in various University functions and events. This privilege has been extended with the expectation that such tickets will be for the personal or business-related use of University employees and, while these tickets are the personal property of the individuals receiving them, they are a valuable resource and are not intended as a means for employees to derive additional personal income from third parties. This does not apply to tickets purchased or obtained by an employee in a manner that is open to the public.

### Policy Statement

Any University Department that provides season tickets to a University employee as part of that employee's taxable employment compensation must provide the Office of the President with a list of all such employees. These tickets are for the personal or university business-related use of the employee and may not be exchanged for other consideration. This prohibits selling, bartering, trading or otherwise transferring tickets to another for anything of value and includes tickets for athletic, cultural and performing arts events. Employees may not enter into any outside endorsement or consulting agreement that contains a provision or understanding regarding the exchange of event tickets. Each department shall submit its list to the Office of the President prior to the start of the season and include the name of the employee and the number of tickets provided.

Employees who are eligible to purchase tickets because of their employment, rather than receive them as taxable employment compensation, are similarly prohibited from exchanging such tickets for other consideration. However, employees who purchase such tickets may sell these tickets for no more than their purchase price.

Notwithstanding the above, personal event tickets may be donated to a charitable organization to be used for fundraising purposes (i.e., auction, raffle, etc.) provided that any donation of athletic event tickets receives the prior review and approval of the NCAA compliance office of the Division of Athletics.

### NCAA Rules Committee

Division of Athletics Employees are prohibited by NCAA rules (NCAA Bylaw 13.8.1) from leaving event tickets at will-call or providing tickets directly or indirectly to:

1. prospective or current student-athletes, their parents, relatives or friends;
2. high school, two-year college or club coaches, their parents, relatives or friends; or
3. sports agents, advisors, runners or individuals associated with sports agents or firms.

For further information and the complete text of NCAA Bylaw 13.8.1, please refer to the NCAA Division I Manual.

Please complete the information below and sign where indicated.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Office / Sport

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Value of Tickets

\_\_\_\_\_  
Date

**UNIVERSITY OF CONNECTICUT  
DIVISION OF ATHLETICS TICKET REQUEST FORM**

Sport: \_\_\_\_\_ Game: \_\_\_\_\_ Date of Game: \_\_\_\_\_

Name of Recipient / Group: \_\_\_\_\_ Number of Tickets: \_\_\_\_\_

Event Pre-Approved by Compliance (signature required): \_\_\_\_\_

Person Making Request: \_\_\_\_\_ or: \_\_\_\_\_

Complimentary: \_\_\_\_\_ Reason: \_\_\_\_\_

High School Coach: \_\_\_\_\_ (max of 2) High School Name: \_\_\_\_\_

Approved by: \_\_\_\_\_ Filled By: \_\_\_\_\_ Batch #: \_\_\_\_\_

Recipients Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section: \_\_\_\_\_ Row: \_\_\_\_\_ Seat: \_\_\_\_\_

(Revised 8/8/08)



**University of Connecticut ~ Division of Athletics**  
**OFFICIAL VISIT**  
**COMPLIMENTARY ADMISSIONS REQUEST**

NCAA Bylaw 13.6.7.2 General Restrictions

During the official visit, a maximum of three (3) complimentary admissions (in Division I issued only through a pass list) to a campus athletics event in which the institution's intercollegiate team competes may be provided to a prospect. Two additional complimentary admissions may be provided to the prospective student-athlete to accommodate parents of a non-traditional family (e.g., stepparents). Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event.

NCAA Bylaw 13.6.7.5 Student Host

The institution may provide the following to a student host entertaining a prospect: A complimentary admission to a campus athletics event, provided the ticket is utilized to accompany a prospect to that event during the prospect's official visit.

Sport	Opponent	Game Date	Is this a Dead Period? Yes No
Prospect	Student-Host	Prospect's Guest(s) (max of 3 including PSA)	Relationship
1. _____	_____	_____ _____	_____ _____
2. _____	_____	_____ _____	_____ _____
3. _____	_____	_____ _____	_____ _____
4. _____	_____	_____ _____	_____ _____

**PLEASE NOTE OTHER TERMS AND CONDITIONS**

Please return this form to the Ticket Office two days prior to the event that the prospect will attend. List the full name of each prospect and their guests. Please do not use nicknames. Each person receiving a complimentary admission MUST appear at the PASS GATE and present an ID. THOSE WITHOUT AN ID WILL NOT BE ADMITTED. The Pass Gate opens 1.5 hours prior to the start of each game. Coaches should inform prospects of policies and location of pass gate. Please notify the Ticket Office of any canceled visits.

I certify that I have read the above, and the information given is correct and complies with NCAA and UConn rules and regulations regarding complimentary admissions.

Signature \_\_\_\_\_  
 Head Coach

Date \_\_\_\_\_

Sport: \_\_\_\_\_

**University of Connecticut ~ Division of Athletics  
UNOFFICIAL VISIT  
COMPLIMENTARY ADMISSIONS REQUEST**

NCAA Bylaw 13.7.2.1 General Restrictions

During an unofficial visit, the institution may not pay any expense or provide any entertainment except for a maximum of three (3) complimentary admissions (in Division I issued only through a pass list) to a campus athletics event in which the institution's intercollegiate team competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event.

Sport	Opponent	Game Date	Is this a Dead Period? Yes No

Prospect	Number of Admissions Requested (max of 3)
----------	--

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

**PLEASE NOTE OTHER TERMS AND CONDITIONS**

Please return this form to the Ticket Office two days prior to the event that the prospect will attend. List the full name of each prospect and the number of tickets requested. Please do not use nicknames. The prospect MUST appear at the PASS GATE and present an ID. THOSE WITHOUT AN ID WILL NOT BE ADMITTED. The Pass Gate opens 1.5 hours prior to the start of each game at Gampel Pavilion and one hour before each game at the XL Center, the Freitas Ice Forum and Morrone Stadium. Coaches should inform prospects of policies and location of pass gate. Please notify the Ticket Office of any canceled visits.

I certify that I have read the above, and the information given is correct and complies with NCAA and UConn rules and regulations regarding complimentary admissions.

Signature \_\_\_\_\_  
Head Coach

Date \_\_\_\_\_

Sport: \_\_\_\_\_

## **Athletic Video Services**

The Athletic Video Services staff provides premier quality video production assistance to the coaching staff and student-athletes of the sport programs of the Division of Athletics. Athletic Video Services coordinates and handles the videotaping and editing of practices and games and collaborates with Athletic Marketing to provide necessary video coverage of promotional events. The Video Services staff coordinates the duplication and video needs of external constituencies including opponent schools, game officials, and media outlets. The comprehensive and varied responsibilities of Video Services also includes production support and direction for the video scoreboards, for Men's and Women's Basketball and Football, the production of highlight video clips for the Division website (Husky All-Access) as well as the production of archival and highlight videos for the sport programs.

## University Policies

The University of Connecticut has implemented policies to address issues of institution-wide importance. University policies incorporate Federal and State legislation and other legal requirements, and should guide the decisions and actions of all personnel.

University policies addressing issues of institution-wide importance are available at [policy.uconn.edu](http://policy.uconn.edu). Several of these policies are available by accessing the links below:

- [Affirmative Action & Equal Employment Opportunity](#)
- [Policy on Consulting for Faculty and Members of the Faculty Bargaining Unit](#)
- [Family Educational Rights and Privacy Act \(FERPA\) Policy](#)
- [Statewide Family and Medical Leave Act \(FMLA\) Policy](#)
- [General Rules of Conduct](#)
- [Policy Against Discrimination, Harassment, and Inappropriate Romantic Relationships](#)
- [Sexual Assault Response Policy](#)
- [People With Disabilities](#)
- [Child Abuse and Neglect Reporting Policies](#)
- [Interactive ADA Accommodations Process](#)
- [University Guide to State Code of Ethics](#)
- [Code of Conduct](#)

### Mandatory Training

State Law and University policy require various training sessions for all employees. In addition to the trainings below, additional sessions may be required by the State and/or University.

- **Code of Conduct and Ethics Training:** The Office of the President requires all University employees to complete annual training on the Code of Conduct as well as the University Guide to the State Code of Ethics. This training, provided by the University Office of Audit, Compliance and Ethics (OACE) addresses issues such as misuse of University property and the improper use of a state position for financial gain. The Division of Athletics will schedule group sessions exclusively for Division employees and will send email notifications to all Division staff with details on these sessions. Annual participation is mandatory for all full-time and part-time employees, and all employees must sign and confirm completion following the session. Any employee unable to attend a group session due to a schedule conflict must complete online training and confirm participation by electronic signature.
- **Diversity Training:** State law requires that the University provide a minimum of three hours of diversity training to all employees within six months of their date of hire. New employees should contact the University Office of Diversity and Equity to arrange training. A schedule is available at: <http://www.ode.uconn.edu>.
- **Sexual Harassment Training:** State law requires that the University provide a minimum of two hours of sexual harassment training to all employees within six months of their date of hire. New employees should contact the University Office of Diversity and Equity to arrange training. A schedule is available at: <http://www.ode.uconn.edu>.

### Compliance

University staff members are held to the highest standard of ethical and professional conduct. Each employee must ensure that his or her actions comply with University policies and relevant laws. The University encourages reporting of compliance concerns, including misuse of University property and University funds. Unethical or illegal activity may be reported anonymously to REPORTLINE at: **1-888-685-2637** or <https://www.compliance-helpline.com/uconncares.jsp>. The OACE (**486-4526**) is responsible for investigating compliance inquiries and will provide guidance regarding compliance issues.

It is a violation of the University's Code of Conduct to retaliate against any individual who has made a good faith complaint. Please contact the Senior Associate Director of Compliance/NCAA Rules Education and Compliance Services if you believe you have been subject to any retaliatory acts.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Consequently, all University employees are obligated to keep student information confidential, subject to disclosure exceptions outlined in the FERPA policy (available at [policy.uconn.edu](http://policy.uconn.edu) or by clicking [here](#)).

**Gifts**

University employees are prohibited from accepting anything of value that is directly and personally provided as a result of your state position. By way of example, accepting any gifts from donors as a result of your employment with the Division of Athletics is prohibited. For details and specific conditions regarding gifts, see the University Guide to the State Code of Ethics (available at [policy.uconn.edu](http://policy.uconn.edu) or by clicking [here](#)).

**University Property/Equipment**

University property and/or equipment is to be used only in the performance of University activities. It is against University policy for anyone to remove University property and/or equipment from buildings and grounds of the University.

## Human Resources and Employee Information

### Hiring Process

The Division of Athletics recruits and employs the most qualified applicants available, consistent with the requirements of the position and the long-range objectives of the Division. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Within the Division, the Deputy Director of Athletics/Chief of Staff supervises all human resource matters, including position searches and labor relations issues. Supervisors wishing to fill an existing vacancy or create a new position should contact the Deputy Director of Athletics/Chief of Staff for approval to initiate the hiring process.

### **Position Search**

By state and University policy, a full search must be conducted for all vacant positions. Position searches employ good faith efforts to cast the broadest possible net to recruit a diverse and qualified applicant pool. Position searches demonstrate the University's commitment to and compliance with all applicable state and federal laws, University policies, and affirmative action and equal opportunity principles and guidelines. A position search is comprised of the following steps:

#### **1. Position Review Process**

The creation of a new position or the filling or replacement of an existing position that becomes vacant requires approval by the Athletic Director's Office as part of a coordinated approval process with the Office of the President, and the University Department of Human Resources. This includes managerial, faculty, professional, support, and classified positions budgeted with unrestricted funds.

The HR liaison in the Athletic Director's Office will complete the online procedures required for all search requests.

#### **2. Job Description and Advertisement**

The job description must state all of the minimum and preferred qualifications for the position. Only the stated qualifications can be used for applicant evaluation and ranking, and qualifications cannot be added after the position has been posted or after the applicant pool is established.

The job advertisement must state job title, duties, and minimum and preferred qualifications. At minimum, the job advertisement should be posted on the following websites:

<http://www.uconnhuskies.com/school-bio/job-openings.html>

NCAA Employment Postings (<http://www.ncaa.org>)

University of Connecticut Job Postings (<http://www.jobs.uconn.edu/>)

The job description and advertisement must be reviewed by the Supervisor of the position and the Deputy Director of Athletics/Chief of Staff prior to posting. Human Resources must also approve the description and advertisement. The HR liaison in the Athletic Director's Office will facilitate this process.

#### **3. Interview Process**

Interviews cannot begin until ODE has approved the request to interview.

Additionally, a candidate cannot be interviewed until the Athletic Director's Office has verified his or her academic degree with the National Student Clearinghouse and the Office of Compliance has verified that the candidate has no major NCAA infractions.

All interview candidates are treated equally and allotted equal interview time. Supervisors should ask each candidate the same questions, to provide a basis of comparison and an opportunity to select the most qualified candidate.

The interview requirements outlined above apply to both in-person and over-the-phone interviews.

#### **4. Applicant Ranking**

Applicants can be ranked Interview (“I”), Qualified (“Q”), or Unqualified (“U”). These codes are used for all faculty and staff searches, and must be applied consistently to all candidates. Each group is defined below.

#### **Disposition Definitions**

##### **Interview**

- Applicants meet minimum and all or most preferred qualifications..
- No limit or rule on the number of "Interview" ranked applicants. If the applicant merits an “Interview” ranking, the applicant should be ranked “Interview” and offered an interview invitation.
- Must be invited for an interview. Initial interviews can be held via phone, Skype, or other electronic communication medium, or in person. Top candidates can be invited for on campus interviews without a subsequent interview certification from ODE.
- Additional “Interview” applicants will require an updated interview approval from ODE; this is if your “Interview” applicants do not produce a finalist and a tentative agreement on an offer, you will need ODE approval to change a “Qualified” to an “Interview”.

##### **Qualified**

- Applicants meet minimum and possibly some preferred qualifications.
- Disposition must indicate which preferred qualifications are lacking.
- If interview pool is exhausted, applicants from this group may be moved to “Interview”
- If applicants are moved to “Interview” group, a new interview approval must be obtained.

##### **Unqualified:**

- Applicants do not meet minimum qualifications.
- Applicants cannot be interviewed or hired.

For assistance with ranking applicants, contact the HR Liaison in the Athletic Director’s Office or the Search Compliance Team at **486-2943**, option 2.

#### **5. Hiring the Candidate**

The HR liaison in the Athletic Director’s Office will prepare the Request to Hire. Final authorization must be given by ODE, Human Resources, and the President’s Office prior to extending an official offer of employment.

Offer of employment is contingent upon successful completion of a criminal background check, and continued employment is conditional upon the timely completion of an approved I-9 (Employment Eligibility Verification Form).

The HR Liaison in the Athletic Director’s Office will contact Communications to add the new hire to the staff directory on <http://www.uconnhuskies.com/school-bio/staff-directory.html>. Communications will also post a press release and biography for new coaches and assistant coaches on <http://www.UConnHuskies.com>. If necessary, please work with the Office of Athletic Communications on these items.

#### **6. Moving Expenses**

If applicable and in accordance with University policy, the HR liaison in the Athletic Director’s Office will assist in the arrangements and approval for moving expenses for new hires. The moving expense policy can be found on the following website: <http://policy.uconn.edu/?p=2913>. Please contact the Athletic Director’s Office prior to discussing moving expenses with the candidate, as certain limitations apply.

#### **7. Applicant Notifications**

During the search process, each applicant will receive notification from the University acknowledging receipt of their application materials. Additionally, all applicants not selected will be notified that they were not chosen for the position.

#### **8. Freedom of Information**

Please note that search process files are public documents that can be subjected to FOI requests.

Additional information on the Hiring Process can be found at: <http://www.ode.uconn.edu/> and <http://www.hr.uconn.edu/>.

## **New and Current Employee Information**

### **Orientation**

All new employees should attend New Employee Orientation, held on the Friday of each pay week, from 9:00 a.m. to 12:30 p.m. and located at the Human Resources Office (in the Allyn Larrabee Brown Building on the Depot Campus, off Route 44).

Additional new employee orientation information is available on the Human Resources website at: <http://www.hr.uconn.edu/osd/neo.html>.

It is critical that new employees complete the I-9 Employment Eligibility Verification form as soon as possible. The Business Office cannot start the NetID and payroll process until this form is completed. New employees must bring the completed form to the Business Office, along with their driver's license, passport, or social security card. The I-9 form is available at: <http://www.uscis.gov/files/form/i-9.pdf>.

### **Benefits-Health/Retirement**

Benefits paperwork must be submitted to the Benefits Unit in Human Resources. Employees who attended New Employee Orientation should send the forms to the attention of the Benefits Representative who conducted their orientation session. Forms and additional helpful information can be found at: <http://www.hr.uconn.edu/benefits/nebe.html>.

Because the benefits process can be confusing, Human Resources has agreed to meet with individual employees one-on-one to assist with enrollment. To arrange such a meeting, call the benefits office at: **486-0400**.

### **Grad Assistants and Interns**

The Division of Athletics is dedicated to ensuring a relationship of mutual benefit with its Graduate Assistants and Interns. Graduate Assistantship positions supplement and enhance the students' formal academic education by providing practical work experience. Graduate Assistantships include a full tuition waiver during the Fall and Spring semesters, a biweekly stipend, and the opportunity to purchase highly subsidized health insurance. Internship positions are typically filled for a twelve-month term, with the possibility of renewal for one additional year. Interns receive a stipend, as well as a benefits allowance to be used toward health insurance.

## **Computer and Telephone Operations**

### **Logging In**

For security purposes, employees must log-in to University computers using their NetID and password. The University issues all employees a NetID to access computing services. The Help Center is responsible for assigning a NetID to new employees.

Assignment of a NetID is driven by payroll authorization. Payroll processing can take up to two weeks; to ensure a new employee receives a NetID in time for his or her start date, the Director of Athletics' Office should submit the new hire's offer letter as soon as possible.

For NetID and password assistance, please visit: <https://netid.uconn.edu/>.

### **Training**

The Center for Continuing Studies offers Microsoft training classes. Additional information on classes offered, including date, time, location, and registration requirements is located at: [http://continuingstudies.uconn.edu/professional/it\\_courses/index.html](http://continuingstudies.uconn.edu/professional/it_courses/index.html).

Written approval from the employee's supervisor is required prior to registration, and with approval, the class fee can be paid by a University Transfer Voucher. The Business Office can assist in the transfer voucher process.



## Help Center

The University Information Technology Services Help Center can assist with computer related problems. There are three options available to contact the Help Center:

- Online support. Visit [http://uits.uconn.edu/?page\\_id=943](http://uits.uconn.edu/?page_id=943) to log an issue immediately with the Help Center.
- Telephone support. Call **486-4357** and choose option 3.
- Email support. Email [helpcenter@uconn.edu](mailto:helpcenter@uconn.edu). Emails are checked and responded to periodically throughout the day.

Help Center hours:      Monday – Thursday 8:00 AM – 9:00 PM  
   Friday 8:00 AM – 5:00 PM

## Hardware and Software Purchases

Employees in need of new or upgraded computer hardware must first obtain approval from their supervisor prior to contacting the Athletic Business Office. Thereafter, all questions and issues should be directed to the Business Office.

Questions regarding software purchases should be directed to the Help Center.

## Printers and Fax Machines

Contact the Business Office to assist with printer and fax machine needs.

## Telephones

All telephone services, including any addition, change or modification in service, and movement of any office telephone equipment, are handled by the Athletic Facilities and Operations Office.

## Calling Instructions

- On-Campus Calls:      Dial the appropriate 5-digit number
- Off-Campus Calls:      Dial 8, wait for a dial tone, and then dial the entire 7-digit number
- Long Distance:      Dial 8 + 1 + area code + 7-digit number

## Telephone Charges

University regulations restrict the use of University telephones to University business only. Telephone services constitute a major expense item within the Division's budget. Therefore, it is mandatory that all employees keep long distance calls to a minimum and avoid the use of long distance calls when other means of communication will suffice.

To avoid unnecessary and unapproved charges, long distance telephone use is monitored. Each area within the Division is held accountable for incurred charges, bills and fees. The Division's long distance telephone charges are transmitted to the Athletic Business Office by the University's Telecommunications Office.

NCAA regulations expressly forbid student-athletes from using a telephone or credit card for personal reasons without charge or at a reduced cost.

If an international credit card is necessary, contact the Athletic Business Office for assistance.

## VoiceMail Setup

To change or reset a voicemail password visit: <http://www.telecom.uconn.edu/> and choose "VoiceMail" from the menu. For further assistance, call **486-HELP** or [Telecom@uconn.edu](mailto:Telecom@uconn.edu).

## Parking

New employees must bring their driver's license, registration and offer letter (signed by both the new employee and the Deputy Director of Athletics/Chief of Staff) to the Parking Services Office to obtain a parking permit.

Parking Services is located at 3 North Hillside Road in the Central Warehouse Building (behind the Police Department). Parking fees can be paid directly to parking services. Full-time employees may instead elect to pay by payroll deduction.

Office hours are Monday – Friday 8:00 a.m. – 5:00 p.m. during the academic year and 8:00 a.m. – 4:30 p.m. during summer and school breaks.

For additional information, call **486-4930** or visit <http://www.park.uconn.edu/>.

### **Key Distribution**

All Division employees are provided with keys to their specific office areas and to outside doors. Keys are controlled by the Athletic Facilities and Operations Office and will be distributed by the Associate Director of Athletics/Facilities Management and Planning. Master keys are issued to appropriate Division personnel and are only issued with approval from the Director of Athletics or his designee. Keys may not be issued to student-athletes under any circumstances. Lost or stolen keys should be immediately reported to the Associate Director of Athletics/Facilities Management and Planning.

The new employee's supervisor should send key requests to: **athleticfacilities@uconn.edu**. Please allow at least 2 weeks for keys to be ready. The Director of Facility Operations and Events will notify the supervisor once the keys are ready to be picked up in the Athletic Facilities and Operations Office.

### **Time Cards**

Time cards should be completed online by 10:00 a.m. on the Wednesday prior to Pay Day. Student time cards are due on the Wednesday prior to Pay Day by noon.

Time cards will be reviewed for accuracy and completeness, and approved by the Athletic Business Office.

### **Paychecks**

The Athletic Business Office distributes paychecks every other Thursday afternoon. Employees electing direct deposit can access e-Pay paycheck information online through the State of Connecticut Core-CT Portal. More information can be found at: <http://payroll.uconn.edu/PY/ePay/ePay.html>.

Student-employees may pick up their paychecks after 3:00 p.m. Any paycheck not collected by the following Tuesday at 4:30 p.m. will be mailed to the student.

### **Direct Deposit**

Employees wishing to set up direct deposit must complete the direct deposit form and submit it to the Business Office. The form can be accessed online at: <http://payroll.uconn.edu/PY/forms/forms.html>.

### **Credit Union**

University employees are eligible to become members of the Connecticut State Employees' Credit Union. The on-campus branch is located at:

CSE Credit Union  
1244 Storrs Road  
Storrs, CT 06268  
**(860) 429-9306**

Credit Union hours: Monday through Friday, 9:30 AM – 4:00 PM

### **One Card**

The Husky One Card (UConn ID) enables staff to use many services on campus, including access into the Recreational Facility. HUSKY Bucks is a debit account that can be accessed using the One Card and can be used for photocopying and a variety of other purchases on campus.

To obtain a One Card, employees must bring a photo ID and a copy of their payroll authorization or a letter from their department to the One Card Office in the Wilbur Cross Building 2<sup>nd</sup> Floor.

The One Card is valid as long as you are affiliated with the University. To manage HUSKY Bucks balance or deactivate a lost card, visit <http://www.onecard.uconn.edu/index.html> or call **486-3129**.

### **Updating Personal Information**

To update any personal information, such as a name or address change, complete the personal information change form located at: <http://payroll.uconn.edu/PY/forms/forms.html>. The completed form should be submitted to payroll to make all necessary changes. Payroll will then forward the form to Human Resources to make any further changes that may be needed.

### **Drug Free Workplace**

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances, or be under the influence of a controlled substance, while on the job or in the workplace.

Any employee violating this policy will be subject to discipline, up to and including termination. Concerned employees are encouraged to contact the Employee Assistance Program at **860-679-2877** or toll-free (in CT) **800-852-4392**.

### **Employee Safety**

The University of Connecticut Police Department is located at:

126 North Eagleville Road  
Storrs, CT 06268  
**486-4800**

The UConn Police provide the Husky Watch Escort Service for members of the university community. To request an escort, employees should call **486-4809**.

Husky Watch Operating Hours (during the academic year):

- Sunday – Wednesday: 8:00 p.m. – 2:00 a.m.
- Thursday – Saturday: 8:00 p.m. – 3:00 a.m.

### **Emergency Closing**

Decisions to close, delay opening, or release early are made by the Provost. Personnel designated as “essential services/emergency support services” must report as scheduled or directed.

Emergency closing information will be communicated to all employees via email, and will also be posted on <http://alert.uconn.edu/> and announced on the local radio and television broadcasts.

Employees may access the 24-Hour Emergency Closing Information Hotline at: **486-3768** or online at: <http://alert.uconn.edu/>.

### **Campus Tours**

To arrange a guided campus tour, call the Lodewick Visitors Center at **486-4900**. Tours consist of a 30-minute information session followed by a 90-minute walking tour of the campus.

### **Employee Leave Benefits and Contract Information**

#### **Leave Classifications**

The Division of Athletics provides staff members with a variety of leaves, including vacation, personal, and sick leave, applicable to UCPEA, AFSCME, and Maintenance (NP-2) employees. Most members of AAUP are not eligible for these leaves, however limited exceptions exist (such as for Academic Assistants). Please consult the applicable collective bargaining agreement for additional details.

### **Vacation Leave**

Vacation time should be requested in writing, scheduled in advance and taken at a time consistent with work requirements. Employees should submit vacation requests to their immediate supervisor. The general vacation provisions for 12 month UCPEA employees include 1.75 vacation days credit per month, plus one additional day per year, for a total of 22 days maximum per year. Employees working fewer than 12 months (including 9 or 10 month employees who are paid on a 12 month basis) will accrue vacation on a prorated basis. The maximum accumulation of vacation leave is 60 days. Upon termination for any reason, the employee will receive full pay for each unused vacation day, up to 44 days.

Vacation credits are added at the end of each month and cannot be used before the first day of the following month. For UCPEA employees, the one additional day of vacation per year is credited on December 31<sup>st</sup> and is not available for use until January. If a legal holiday occurs during an employee's vacation time, it will not be charged as a vacation day. If an employee becomes sick or injured while on vacation, that time will be charged as sick leave, provided the employee presents appropriate medical documentation. Additional details on vacation leave are provided in the applicable collective bargaining agreements.

### **Personal Leave**

Employees are entitled to personal leave days each year. UCPEA full-time employees receive 2 personal days per fiscal year and AFSCME and Maintenance full-time employees receive 3 personal days per calendar year. Personal leave may not be carried over into the following year. Requests for personal leave shall be consistent with each collective bargaining agreement, and additional details on requesting personal leave are provided in each agreement.

### **Educational Leave**

UCPEA employees may apply for educational leave to engage in projects which are believed to be of value, or to advance the interests or reputation of the University. All applications for educational leave shall be made in writing at least one year prior to the date that the leave is to begin. For additional information on the application process and other requirements, please see Article 13 of the UCPEA collective bargaining agreement, available at: <http://www.ucpea.org/> (follow the "About UCPEA" link). Maintenance and AFSCME contracts include time and funding for various types of education and training. Please refer to the applicable contract for details.

### **Educational Benefits**

The University of Connecticut encourages staff to increase their knowledge and skill levels through continuing education. In support of this, the University offers tuition waivers and reimbursements for certain job-related courses, based on collective bargaining agreements and available funds.

In general, to receive approved tuition reimbursements, the proposed course must provide skill or knowledge that will improve the employee's job performance and career development, and also meet the operational needs of the Division. The courses may be required by the supervisor as part of the employee's job duties or may be authorized without specifically being required. Funds for reimbursement must be available within the collective bargaining agreement fund and prior approval from the employee's supervisor is required. Employees are not to take academic courses for credit during their regular work schedule, without the prior approval of their supervisor and the Director of Athletics.

Tuition waiver benefits also extend to the dependent children of employees in the following groups: UCPEA, AAUP, and Management/Confidential.

Requirements and procedures vary by bargaining unit. Each collective bargaining agreement contains specific information on tuition reimbursement. For additional information, including details on spousal tuition waivers and reciprocal tuition agreements, please visit: [http://www.hr.uconn.edu/osd/tuition\\_benefits.html](http://www.hr.uconn.edu/osd/tuition_benefits.html).

Union negotiated tuition waiver and reimbursement benefits are legally binding and cannot be adapted based on individual situations.

The complete collective bargaining agreements are available on the following websites:

- UCPEA <http://www.ucpea.org>
- AFSCME <http://www.lr.uconn.edu>
- AAUP <http://www.uconnaaup.org>

### **Family and Medical Leave Act (FMLA)**

State and Federal FMLA provides for unpaid leave for up to 24 weeks in a two year period for qualifying employees. The employee's position is held and he or she will have a continuation of medical benefits. To request Family and Medical Leave, the appropriate University guidelines must be followed. The complete Family and Medical Leave policy is available at [policy.uconn.edu](http://policy.uconn.edu) or by clicking [here](#).

### **Sick Leave**

The University provides paid sick leave for bona fide personal illness, according to the provisions of the various collective bargaining agreements. The general provisions for UCPEA employees include 15 sick days per year. This time may be used for an illness or death in the immediate family, subject to restrictions in Article 11 of the UCPEA agreement. AFSCME and Maintenance employees who work full-time will receive 1.25 sick days per completed calendar month of continuous full-time service. This time may be used for an illness or death in the immediate family. Please see the applicable collective bargaining agreement for further details.

Additional information regarding the various leaves can be found at: <http://hr.uconn.edu/benefits/loa.html>.

The complete collective bargaining agreements are available on the following websites:

- UCPEA <http://www.ucpea.org>
- AFSCME <http://www.lr.uconn.edu>
- AAUP <http://www.uconnaaup.org>

### **Workers' Compensation**

The University of Connecticut is required to provide Workers' Compensation coverage for those who become injured or disabled in the scope of their work. The University has resources to help injured/ill workers return to work, including, and as appropriate, alternate or light duty assignments. Additional information, including forms and a list of workers' compensation providers can be found at: [http://payroll.uconn.edu/PY/workers\\_comp/workers\\_comp.html](http://payroll.uconn.edu/PY/workers_comp/workers_comp.html).

### **Employee Assistance Program (EAP)**

EAP is a no-cost confidential counseling and referral service for University employees. EAP can assist with a variety of matters, including, but not limited to: family disagreements, child or elder care, stress, drug and alcohol abuse, physical abuse, and financial and legal difficulties. To speak with an EAP counselor, call **860-679-2877** Monday through Friday between 8:00 a.m. – 5:00 p.m. or visit: <http://oehc.uchc.edu/EAP.asp>.

### **Employment Contracts**

The Division of Athletics is committed to employing coaches and administrative staff members who exemplify integrity, sportsmanship and ethical behavior. Employment contracts are negotiated within collective bargaining guidelines by the President of the University and representatives of the union.

All full-time coaches are hired by contract and within American Association of University Professors (AAUP) benefit guidelines. Generally, contracts for sports coaches are subject to renewal on an annual basis. Coaching contracts may vary in length, depending on the sport and coaching position.

Professional staff members who are members of the University of Connecticut Professional Employees Association (UCPEA) collective bargaining unit are hired under the agreement's standards. The length of the employment contract may be set at the discretion of the Director of Athletics within collective bargaining agreement guidelines. All members of UCPEA must complete a one year probationary period, which includes a written performance evaluation after approximately six months. Employees that are dismissed during the probationary period may appeal the decision within ten days, but may not file a grievance. For additional details, please see Article 20 of the UCPEA collective bargaining agreement.

## **Employment Negotiations**

If an employee under contract with the University of Connecticut is contacted by another institution, he or she is expected to notify the Director of Athletics before entering into any negotiations. Once negotiations have begun, the staff member is also expected to keep the University informed regarding the status of those negotiations, and to fulfill all contractual obligations prior to employment by another institution.

## **Contract Provisions**

All contracts must be in compliance with the applicable rules and regulations of the University of Connecticut Board of Trustees, the respective Conferences, the NCAA and the applicable collective bargaining agreement. The University recognizes its moral obligation, as well as its legal responsibility to uphold all contractual agreements. Likewise, administrative and coaching staff members are expected to represent the University in a positive, professional manner, while abiding by all applicable University, Conference and NCAA rules and regulations.

While contracts with individual staff members may vary according to duties and responsibilities, the sport or administrative area involved, and the budget and revenue-producing capability of the unit, they all must:

- Be similar to those offered to other union members;
- State clearly all salary and benefit agreements;
- Specify any special concessions or additional provisions that are to be included;
- Stipulate the duration of the contract; and
- Include an NCAA compliance clause stipulating that the University has the right to terminate an employment contract with any staff member found in violation of NCAA legislation.

## **Contract Renewal**

While certain exceptions exist, the employment contracts for Coaches' are reviewed annually. The Athletic Director's Office will review and process renewal decisions for the Head Coach. The Head Coach will assist the Athletic Director's Office with the renewal decisions for his or her Assistant Coaches. As the contract expiration date approaches, the HR liaison in the Athletic Director's Office will send a request to each Head Coach and Sport Administrator to confirm the renewal status for each Assistant. The contract renewal will be sent to the Coach prior to the expiration date of his or her current agreement for review and signature.

## **Performance Evaluations**

UCPEA members receive an annual performance evaluation each April, for the evaluation period covering May 1 – April 30. Supervisors must complete a written performance evaluation, and should meet with employees to discuss objectives and set goals for the coming year.

## **Merit Increases**

The Board of Trustees has approved a merit pool based on a percentage of the collective bargaining unit's combined members' salaries. This fund is distributed by the Director of Athletics on the basis of merit, according to procedure defined by the most current individual collective bargaining agreement and the University Bylaws. To qualify for a merit increase, an employee must:

- Significantly advance the achievement of either the University, Division, or department objectives; or
- Significantly improve operation efficiencies; or
- Contribute in unique and meaningful ways to the advancement of the profession.

University merit is discretionary and is in addition to the general wage increases. In order for an employee to be considered for university merit, his or her supervisor must complete and submit a merit recommendation form. Final awards will be determined by the Vice President or Vice Provost. Merit and other compensation increases will, in the ordinary course, be processed in July.

Additional information regarding performance evaluations, including evaluation and merit recommendation forms can be found at: <http://www.lr.uconn.edu/profeval.html>.

## **Taxable Benefits**

The Business Office reviews the taxable benefits received by all employees on a semi-annual basis. As Requests for Disbursements are prepared for expenses to be paid by the Foundation, the Business Office tracks taxable benefits. Additionally, the Business Office will obtain a report of all complimentary tickets issued during the reporting period. If a ticket was used for a legitimate business purpose, the ticket will be deleted from the report. Season tickets are always considered taxable benefits.

The Business Office will generate a memo for each employee outlining their taxable benefits for the period, and every employee must review and sign off as to the accuracy of the information before remitting back to the Business Office. Any adjustments must be documented on the memo and approved by the employee's supervisor. The Business Office will make the necessary adjustments and submit the file to Payroll for processing.

## **Fringe Benefit Overview**

A fringe benefit is any compensation for services, paid in a form other than money. For example, an employee has received a fringe benefit when that employee uses a business vehicle to commute to and from work.

Reporting Period: November 1 to October 31

Examples of Fringe Benefits:

- Auto Allowances
- Educational Assistance
- Country Club Memberships
- Airline Club Memberships
- Family Travel (i.e. Final Four)
- Championship Events
- University Sponsored Events
- Complimentary Tickets
- Rings/Pendants/Watches/Gear

**Provider of benefit** - You are the provider of a fringe benefit if it is provided for services performed for you. You may be the provider of the benefit even if it was actually furnished by another person. You are the provider of a fringe benefit that your client or customer provides to your employee for services the employee performs for you.

**Recipient of benefit** - The person who performs services for you is the recipient of a fringe benefit provided for those services. That person may be the recipient even if the benefit is provided to someone who did not perform services for you. For example, your employee may be the recipient of a fringe benefit you provide to a member of the employee's family.

## **Separation/Termination Guideline Procedures**

### **Resignation**

The Division expects that all employees voluntarily terminating employment will provide two weeks written notice. Employees who fail to work during the period of their two week notice are treated as though notice had not been furnished, unless such absence is explicitly excused. The Division has the right to waive the two week notice and request that the employee terminate earlier.

### **Disciplinary Action and Dismissal**

Discharge or disciplinary action of an employee for just cause may result from an employee's serious misconduct or failure to fulfill employment responsibilities and commitments. Grounds for disciplinary action or employee dismissal include:

- Failure to meet satisfactory standards of job performance based on a written performance evaluation;
- Neglect of assigned responsibilities;

- Failure to meet educational requirements or fulfill professional commitments;
- Insubordination, misconduct, or non-compliance with University of Connecticut *Laws and By-Laws*;
- Non-compliance with the Code of Ethics for Public Officials or with University, State, Federal, or NCAA regulations;
- The use of fraud, collusion, concealment, or misrepresentation of a fact material to obtaining employment with the University and/or obtaining promotion, tenure, salary increase, or other benefit;
- Sexual harassment; or
- Drug or alcohol abuse in the workplace.

Disciplinary action may include: a verbal or written warning or reprimand, withholding of a satisfactory performance increase, suspension without pay, demotion, and dismissal. Dismissal should occur only as the final step in a progressive disciplinary system and only after the rights of the employee to a fair hearing are provided.

### **Separation Check List**

- Submit resignation letter to the Director of Athletics Office. The HR liaison will then provide copies to Athletic Facilities and Operations and the Athletic Business Office. University Payroll will then remove the employee from the system and process their final payment.
- Review and sign off on taxable benefits paperwork. (The Athletic Business Office will complete this paperwork and forward to University Payroll.)
- Return building key(s) to the employee's supervisor, who must then return the key(s) to Athletic Facilities and Operations.
- Turn in parking pass (permit or key card) to Parking Services.
- Turn in all University property to the Athletic Business Office (including laptop, cell phone and/or blackberry).
- Leave a voicemail and an out of office email message stating the employee is no longer with the Division, and who people may contact in his or her place.
- Provide supervisor with passwords to access the employee's voicemail.
- Hold exit Interview: Supervisors must meet with departing employees to discuss the employee's experience in his or her position. Employees may also contact the Athletic Director to provide feedback regarding their tenure with the Division. Exit interviews are used solely to evaluate trends and issues within the Division and employee feedback is critical to the continuing enhancement of the working environment.



## Outside Employment and Promotional Activities

Coaches and professional staff members are often asked to make public appearances or perform other services for charity, as a community service, or for additional compensation. Sources of additional income include, but are not limited to:

- Speaking engagements
- Television or radio appearances or commercials
- Endorsement or consultation contracts
- Sports camps or clinics

University of Connecticut policy requires Coaches and professional staff members to request and secure permission from the Director of Athletics and the President's Office prior to engaging in outside work that will provide additional compensation to their University salary. Coaches and administrators must report annually all athletically related income from sources outside the University to the Director of Athletics. As required by NCAA rules and University policy, this information is reported to the President of the University. Each academic year, all Division of Athletics staff members are required to do the following:

- In September, review the NCAA Outside Income Approval Form from the previous year and (for Coaches & Athletics AAUP employees) review the Faculty Consulting Approval Request forms from the previous year to verify the outside income reported and make any necessary changes.
- In September, complete and sign the NCAA Outside Income Approval Form for the upcoming year, projecting any athletically related outside income that they expect to earn.
- For Coaches and Athletics AAUP employees, a Faculty Consulting Request form must be prepared and submitted to the Athletic Director's Office at least two weeks in advance of the outside activity (summer camp, speaking engagement, etc.) start date.
- Per state law and University policy, the submitted Faculty Consulting Request form must be reviewed and approved by the Athletics Director's Office, the President's Office, and the Provost (or the Provost's designee) prior to engaging in any consulting activities.

For your reference copies of the NCAA Outside Income Approval Form and for Coaches & Athletics AAUP employees have been included in the pages immediately following this section. Also, the University policy on Consulting for Faculty and Members of the Faculty Bargaining Unit is available at [policy.uconn.edu](http://policy.uconn.edu) or by clicking [here](#). For future use, the NCAA Outside Income Approval Form is available from the Office of Compliance and the Faculty Consulting Request form can be accessed online at: <http://consulting.uconn.edu/forms.html>.

If there are any changes or additions throughout the year, it is the Coach's responsibility to notify the Office of Compliance of the change as he or she becomes aware of it. Failure to do so could result in an NCAA violation.

Consulting is an activity performed by a faculty member for compensation as a result of his/her expertise or prominence in his/her field while not acting in his/her official capacity as a State employee (i.e. in his/her own time.) The University's Bylaws prohibit faculty from consulting on "time due to the University". Prior approval is required for all consulting activities. The on-line workflow for the University faculty consulting approval is available at <http://consulting.uconn.edu/index.html>. For any questions, please email [consulting@uconn.edu](mailto:consulting@uconn.edu).

## DIVISION OF ATHLETICS STAFF OUTSIDE INCOME APPROVAL FORM

In accordance with NCAA Bylaw 11.2.2 (Athletically Related Income) athletic department staff members must provide, on an annual basis, a written detailed account of any outside income. This form may be used by a full-time coach (head or assistant), a restricted coach, and a full or part-time Division of Athletics staff member (excluding secretarial or clerical personnel) as a means of reporting athletically related income and benefits received from sources outside the institution. The form also may be used for a Chief Executive Officer and Director of Athletics to grant general prior written approval for a coach or staff member to receive income not exceeding \$1,000 per event for athletically related activity. (NCAA Bylaw 11.2.2). Any personal financial information disclosed in this form is acknowledged to be provided in confidence and is not required by federal or state statute.

**Please complete this form in its entirety. You will project any outside income and sign the form at the beginning of the academic year and then complete the actual and sign at the end of the summer.**

Name \_\_\_\_\_

Title \_\_\_\_\_

**A DIVISION OF ATHLETICS STAFF MEMBER MUST RECEIVE PRIOR ANNUAL WRITTEN APPROVAL FROM THE INSTITUTION'S CHIEF EXECUTIVE OFFICER TO:**

1. RECEIVE all athletically related income and benefits from sources outside the institution.
2. ACCEPT outside compensation or gratuities from athletics shoe, apparel or equipment manufacturers in exchange for use of such merchandise during practice or competition.
3. ENGAGE in outside consulting.

\_\_\_\_\_ Check here if no outside income will be earned for the current academic year. Please turn to the end of the document, sign in the appropriate location, and return it to the appropriate institutional administrator.

**ATHLETICALLY RELATED INCOME**

	<u><b>PROJECTED</b></u>	<u><b>ACTUAL</b></u>
1. Speaking engagements	_____	_____
2. Salary supplement (from outside the institution) Source(s): _____	_____	_____
3. Endorsement or consultation contracts (i.e. Athletics shoes, Apparel, Equipment etc.) Source(s): _____	_____	_____
4. Television appearances or commercial endorsements	_____	_____
5. Radio appearances or commercial endorsements	_____	_____
6. Income from corporations in exchange for charitable or promotional work	_____	_____
7. Annuities (from outside the institution)	_____	_____
8. Sports camps:		
A. Source: _____	_____	_____
B. Source: _____	_____	_____

	<b><u>PROJECTED</u></b>	<b><u>ACTUAL</u></b>
9. Sports clinics:		
A. Source: _____	_____	_____
B. Source: _____	_____	_____
10. Housing benefits	_____	_____
11. Courtesy car (from outside the institution)	_____	_____
12. Country club membership (from outside the institution)	_____	_____
13. Other (please specify below)	_____	_____
_____		

I hereby certify that, to the best of my knowledge, I am in compliance with all NCAA regulations governing outside income. I will notify the Chief Executive Officer of any new information or sources of income that may affect this Agreement.

\_\_\_\_\_  
Coach/Athletics Department Staff Member Signature                      Date

\_\_\_\_\_  
Director of Athletics Signature    Date

\_\_\_\_\_  
Chief Executive Officer's Signature    Date

**CHIEF EXECUTIVE OFFICER GENERAL APPROVAL**

I hereby grant general prior written approval for this staff member to receive income that does not exceed the amount of \$1,000 per event for participation in any athletically related activity. A detailed accounting of all such income shall be provided to me annually in writing by the staff member.

\_\_\_\_\_  
Chief Executive Officer's Signature    Date

**NOTE:** PLEASE **DO NOT** SIGN AND DATE THIS PORTION OF THE FORM UNTIL THE END OF THE ACADEMIC YEAR WHEN IT WILL BE RETURNED TO YOU TO REPORT YOUR **ACTUAL** OUTSIDE INCOME.

**CERTIFICATION OF ACTUAL OUTSIDE INCOME**

I hereby certify that I have reported all outside athletically related income for this academic year including a detailed accounting of all athletically related activities that did not exceed \$1,000.

\_\_\_\_\_  
Coach/Division of Athletics Staff Member Signature                      Date