



MIAMI UNIVERSITY

TERMS OF EMPLOYMENT FOR SATSS STAFF

2009-2010

Each year all employees at Miami (faculty, unclassified administrative staff and classified staff) are given an annual appointment letter. The appointment is generally for the ensuing fiscal year (July 1-June 30) and the letter indicates the employee's classification/title and pay rate for the upcoming fiscal year. For many years we have included and incorporated into each faculty and unclassified administrative staff members' appointment letter, a statement of the general terms and conditions of employment for the ensuing fiscal year. Although the terms and conditions are generally the same (faculty and unclassified administrative), each employee group receives a customized statement. Because of the adoption of our own civil service rules, SATSS classified staff members will now also receive a general statement of the terms and conditions of employment.

As a member of the classified staff, your employment is subject to all applicable civil service rules as now in effect and hereafter amended. You are expected to comply with the rules, regulations, and procedures of Miami University (many are included in the **Supervisory, Administrative and Technical Support Staff (SATSS) Handbook**), directives as promulgated by the President and official actions of the Board of Trustees, as now in effect or hereafter implemented or amended.

Although your status as a classified civil servant cannot be changed, the University reserves the right to modify the economic terms and conditions of employment, including, but not limited to financial terms, the modification of certain employment benefits and/or increasing employee cost sharing.

Your supervisor will assign the responsibilities associated with your assignment, and assist you in identifying the support services available to you.

Classified staff may only be disciplined or terminated for just and proper cause. Just and proper cause includes incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, failure of good behavior, and any other acts of misfeasance, malfeasance, or nonfeasance or conviction of a felony.

COMPENSATION:

In addition to your pay, the University provides benefits for full-time employees. Part-time employees are eligible to participate at their own expense in certain University benefit programs. The University reserves the right to modify or change the contributions to its benefit programs.

As required by law, the University pays employer retirement contributions and withholds from your salary on a pre-tax basis employee retirement contributions. These monies are paid to either the applicable state retirement program (e.g., STRS or OPERS) or, for those eligible employees who made the election, to the Alternative Retirement Plan.