

## ATHLETIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO:            Holders of MSU Operating Policy and Procedure Manual  
DATE:                        February 12, 1996  
SUBJECT:                    Post-Season Play Salary Supplements

### PURPOSE

The purpose of this policy and procedure is to provide a method for payment to athletic personnel for extra duties performed during post-season play for revenue-producing sports.

### POLICY/PROCEDURE

In regard to post-season play, any exempt (according to federal wage and hour definition) employee involved in the performance of extra duties and responsibilities as determined by the Athletic Director can receive a salary supplement in the amount as recommended by the Athletic Director and approved by the President, not to exceed one month's salary. Appropriate non-exempt employees will receive overtime pay in accordance with current University policy

### REVIEW

This policy and procedure will be reviewed as needed by the Athletic Director with recommendations for revision to the President.

OP 05.01  
03/13/96  
Revised 11/2/2009

### Authorization

#### AUTHORIZED BY:

/s/ Greg Byrne  
Director of Athletics

11-04-09  
Date

#### REVIEWED BY:

/s/ Don Zant  
Director, Internal Audit

12-10-09  
Date

/s/ Charles Guest  
General Counsel

12-04-09  
Date

#### APPROVED:

/s/ Mark E. Keenum  
President

03-01-10  
Date