

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

