



## **POLICIES AND PROCEDURES**

### **Athletics Personnel**

#### **ISUPP 8020**

##### *POLICY INFORMATION*

**Policy Section:** *Athletics*

**Policy Title:** *Athletics Personnel*

**Responsible Executive (RE):** *Director of Athletics*

**Sponsoring Organization (SO):** *Department of Athletics*

**Dates: Effective Date:** *March 19, 2013*

**Revised:** *July 19, 2017*

**Review Date:** *July 2022*

## **I. POLICY STATEMENT**

Idaho State University (ISU) Department of Athletics (Department) does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, or protected veteran status, or any other status protected by state or local law, and provides equal employment opportunity and affirmative action for qualified individuals. Consequently, all employment-related actions shall be based solely on valid nondiscriminatory criteria and requirements with a goal of employing those individuals who best meet the needs of ISU and the Department. The Department will work closely with the Office of Human Resources, Equal Opportunity, Affirmative Action and Diversity Office, and will follow all of ISU's employment policies.

The Department depends upon Volunteer support to carry out its mission and wishes to ensure that Volunteer' relationships with the Department are clearly defined and understood by both parties. This policy is designed to reduce Volunteer risk and protect the interests of ISU, the Department, its Volunteers, and the community it serves.

## II. DEFINITIONS

- A. **Diversity:** The Department will reach out regionally and nationally in its search for a diversified applicant base.
- B. **Gender Equity:** The Department is committed to the tenets of Gender Equity and in working towards compliance with the National Collegiate Athletics Association's (NCAA) legislation of Title IX. The Department will work continuously towards fostering equality among all genders. Members of the Department staff will follow the guiding principles of the NCAA-mandated *Gender Equity Plan* in all aspects including budget management, recruiting, access to facilities and equipment, promotion, etc.
- C. **Non-Contractual Bonus:** A Non-Contractual Bonus is a direct cash payment over and above the Department staff member's institutional salary in recognition of a specific and extraordinary achievement.
- D. **Volunteer:** Department Volunteers are uncompensated individuals who perform work or provide services directly related to the business of the Department, to support the activities of the Department, or to gain experience in specific endeavors. Volunteers who meet the requirements of this policy are not considered employees for any purpose other than workers' compensation and general liability protection. Therefore, they are not eligible for retirement and health benefits, other than workers' compensation, on a medical only basis, because of their Volunteer status.

## III. AUTHORITY AND RESPONSIBILITY

- A. ISU President is authorized by the State Board of Education to enter into a contract for the services of a head coach, director of athletics, or other senior personnel.
- B. Director of Athletics (AD) is responsible in assisting the president in choosing head coaches and is authorized to enter into a contract for the services of assistant coaches and other Department staff.
- C. Volunteers serve at the pleasure of the Department and ISU. Accordingly, a Volunteer assignment can be terminated at the discretion of the Department or ISU without notice or cause.

#### IV. PROCEDURES TO IMPLEMENT

A. All Department staff members will adhere to all policies and procedures of the NCAA, Big Sky Conference, ISU, and the Department.

B. Hiring Procedures

1. Non-classified Employees

- a. ISU policies and procedures will be followed for hiring non-classified employees.
- b. Coaches and senior personnel are hired by the president with assistance from the AD and a search committee, when assigned. Assistant coaches are hired with assistance from the head coach.

2. Classified Employees are hired following the policy and procedures of Idaho statutory law, see *Idaho Code – Title 67, Chapter 53*, as well as ISU policy and procedures.

3. Student and Temporary Employees

- a. ISU policies and procedures are followed for hiring students and temporary employees.
- b. Student-athletes must also follow the NCAA regulations concerning employment (see NCAA Bylaw 12.4).

C. Specific and Extraordinary Achievement Bonus

1. Bonuses from outside sources that are equal to or less than \$100 are permitted for Department staff by NCAA Bylaw 11.3.
2. Such bonuses can be either cash or gifts-in-kind.
3. Such bonuses cannot be directly given to the staff member but processed through the Bengal Athletic Boosters.
4. Any exceptions must be approved by the AD and the Compliance Office.

D. Resignation

1. Submit a letter of resignation if voluntarily leaving the position.
2. Return any ISU owned equipment, records, or any other property to the Department.
3. All required ISU and Department documentation is completed and turned into the proper areas.
4. Leave a forwarding address with the Athletic Administration Office.

E. Termination

The Department will follow the guidelines established by the ISU Policies and Procedures.

#### F. Volunteers

1. Volunteers must have the necessary training and/or supervision to carry safely out the Volunteer work; and, depending on the particular function performed, must meet appropriate license requirements and have a good driving record. An individual who Volunteers services in a field, which requires a license or certificate, must satisfy that requirement prior to performing those duties.
2. Department Volunteers, as well as their supervisors, shall complete the ISU Authorized Volunteer Services Agreement.
3. Team managers and Volunteer coaches shall complete either the Team Manager Form or the Volunteer Coach Form prior to beginning work.
4. Supervisors and Volunteers maintain a log of work hours for validating workers' compensation insurance coverage.