

UNIVERSITY OF TENNESSEE
Student-Athlete Employment
General Guidelines



NOTE: These guidelines were developed to assist the student-athlete with his understanding of his or her role as a participant in the athletes' job program.

1. All employment of student-athletes during the academic year and official vacation periods must be approved by and administered through the Job Coordinator's Office prior to beginning employment.
2. No student-athlete will be employed until and unless the University has on file appropriate documentation and until the Coordinator is satisfied that the employment conforms to NCAA legislation. This must be done prior to beginning employment.
3. Student-athletes employed under the auspices of the program will be paid by check. Student-athletes should be paid the same hourly rate paid to other employees performing similar work in the same locale, and that no exceptions to this method of payment policy be made without the prior consent of the Coordinator.
4. Student-athletes employed under the auspices of the program paid on a commission basis must receive prior consent of the Coordinator.
5. Student-athletes will be monitored during the period of employment to ensure that the employment relationship is maintained in a manner consistent with NCAA legislation.
6. The student-athlete shall provide the Job Program Coordinator with a copy of each pay stub at the conclusion of each pay period.
7. The student-athlete is required to immediately report to the Coordinator the offer or receipt of any benefits not made regularly available to other employees performing similar work in the same locale including, but not limited to, transportation, loans and advances.
8. The student-athletes must sign an authorization for the release of his/her employment records to the University of Tennessee, the Southeastern Conference, and/or the NCAA upon their request.
9. **The student-athlete understands that by working and earning money from sources outside of approved loans, grants and certain scholarships, his/her earnings could affect his eligibility for need based financial aid.**
10. The University, employer, and student-athlete clearly understand the level of accountability. The University is accountable for developing a system of education, compliance and monitoring necessary to ensure an appropriate level of institutional control. However, the employer and, perhaps, most importantly, the student-athlete also are accountable for strictly adhering to the University's procedures and NCAA rules.



**UNIVERSITY OF TENNESSEE
Student-Athlete Employment
Written Statement**



TO BE COMPLETED BY ALL STUDENT-ATHLETES PRIOR TO THE START OF EMPLOYMENT DURING THE ACADEMIC YEAR.

Name of Student-Athlete _____ Today's Date _____ Sport _____

Local Address _____ Local Phone _____

_____ Year Entered UT: _____ Fall
 Spring
 Scholarship Non-Scholarship

SSN _____ Period of Employment: Academic Year _____
 Vacation Period _____

TO BE COMPLETED BY EMPLOYER:

Employer _____ Contact Person _____

Address _____ Phone _____

City, State, Zip _____

Date Employment Starts _____

Hourly or Weekly Rate \$ _____ Approx. Hours of Work Per Week _____

Brief Description of Job Responsibilities:

Did a member of the Athletics Department or a representative of athletics interests assist in arranging this employment? Yes No

If answer is yes, please describe:

How will the student-athlete be paid? (Check all that apply).

Check Cash Tips Other _____

Will payment be made on a commission basis? Yes No

TO BE READ AND SIGNED BY STUDENT-ATHLETE AND EMPLOYER

By signing this statement, the student-athlete and the employer agree that:

- The student-athlete may not receive any remuneration for the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he or she has obtained because of athletics ability;
- The student-athlete is to be compensated only for work actually performed;
- The student-athlete is to be compensated at a rate commensurate with the going rate in this locality for similar services;
- The employer and student-athlete will make available for review and inspection by an authorized representative of the NCAA or the Southeastern Conference, or The University of Tennessee, copies of all documents, earnings statements, and other records related to the employment upon request.

Signature of Student-Athlete Date

Signature of Employer Date

Notice to Employer: Please return this form to:

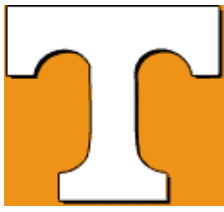
Men: The University of Tennessee Athletic Department, Attn: Kevin Avery, Job Coordinator, P.O. Box 15016, Knoxville, TN 37901; Phone: 865-974-3308; Fax: 865-974-3077.

Women: The University of Tennessee Athletic Department, Attn: Todd Dooley, Job Coordinator, 117 Stokely Athletic Center, Knoxville, TN 37996; Phone: 865-974-4275; Fax: 865-974-8914.

INSTITUTIONAL APPROVAL

University of Tennessee Job Coordinator

Date



UNIVERSITY OF TENNESSEE
Student-Athlete Employee Agreement



Name of Student-Athlete _____ Today's Date _____ Sport _____

Local Address _____ Local Phone _____

SSN _____

As a student-athlete of The University of Tennessee desiring employment, I agree to comply with the following procedures as well as all NCAA rules and regulations that are provided to all student-athletes each academic year.

1. I am obligated to represent myself and my university by diligent work habits, honest communications and respectful conduct toward my employer at all times.
2. I understand that I will be paid for actual hours worked and that my pay is based upon a rate that is the same rate paid to other employees doing similar work in the same area.
3. I will not accept any benefits or privileges that are not available to other employees doing similar work, including transportation provided or arranged by my employer to and from my place of employment.
4. I will immediately report to the Job Coordinator any improper privileges or benefits offered to me or received by me and any NCAA rules violations of which I am aware.
5. I understand that my work will be supervised and that if my work is not satisfactory, or if I fail to appear on time and regularly, my job may be terminated.
6. By signing this employee agreement, I give my permission for my employer to release any and all employment records or documents to The University of Tennessee, the Southeastern Conference, and/or the NCAA upon their request.
7. By signing this agreement I agree to notify in person The University of Tennessee Job Coordinator immediately if any of the following occur:
 - a. My employer terminates my employment for any reason.
 - b. I decide to quit for any reason
 - c. I decide to obtain or seek employment from a different employer.
8. I have been provided with information detailing the NCAA rules related to student-athlete employment and agree to strictly adhere to them.

9. Fee-for-Lesson Instructions: A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis provided:
- a. He or she has gained the approval of their Head Coach and the Job Coordinator.
 - b. No institutional facilities are used.
 - c. No advertisement for such instruction is permitted.
 - d. Playing lessons shall not be permitted.
 - e. Documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided any time of the year, presented to and kept on file in the Job Coordinator's Office.
 - f. The compensation is paid by the lesson recipient (or recipient's family) and not another individual or entity.
 - g. Instruction to each individual is comparable to instruction that would be provided during a private lesson when instruction involves more than one individual at a time.
10. **I understand that by working and earning money from sources outside of approved loans, grants, and certain scholarships, my earnings could affect my eligibility for need based financial aid.**
11. I agree to provide weekly, bi-weekly or monthly (depending on employer pay method) verification of gross income each payday to the Job Coordinator's Office. This will be done in person each payday by means of check stub, actual check, or statement from employer as to gross income for pay period.
12. I understand that failure to abide by the Employment Program procedures and NCAA rules and regulations could be contrary to NCAA unethical conduct legislation. Further, I understand that any violation of NCAA rules could seriously affect my athletic eligibility and financial aid.

Signature of Student-athlete

Date

Approval & Signature of Head Coach

Date