THE UNIVERSITY OF
ALABAMA®

15 July 2019

Dear Charles:

On behalf of The University of Alabama, we are pleased to offer you the position of Director, Student Media - 508717, in the department of 860301 - Student Media Admin reporting to Adam Sterritt. The salary for this position is $72,000 per year. Your expected starting date of your at-will employment is 1 August 2019.

Your supervisor will provide you with your login information so you can register for new employee orientation. During the UA orientation, you will be provided with a link to the employee handbook, which contains information about a variety of important employment practices/procedures, your employment status and general workplace information. During the benefits portion of orientation, you will receive detailed information about the provisions, cost, and eligibility for participation in various UA benefits plans. Your benefits enrollment must be completed within **30 days** of your date of hire. You can view a summary of our benefits plans at www.hr.ua.edu.

An employee is expected to become familiar with and adhere to all applicable University policies, HR policies, and information provided in the Staff Handbook. These include, but are not limited to, the Standards of Behavior, Compliance and Fraud Hotline, the Code of Ethical Conduct, policies related to State Ethics laws (including not using University resources or your University position for personal gain) , the Sexual Misconduct Policy, the Harassment policy, the Child Protection Policy, anti-discrimination and anti-retaliation provisions, Consensual Romantic Relationships Policy, the Smoke-Free Campus policy, the Dangerous Weapons and Firearms Policy, the University's Drug-Free Campus and Workplace and other Alcohol Policies, and policies requiring adherence to privacy/confidentiality policies associated with records related to students, employees or patients/clients. For more information on these policies and others, please refer to the Staff Handbook.

Under federal laws, you also will be required to verify your eligibility to work in the United States. On your first day of employment, you will be required to fill out the USCIS Form I-9. Please bring with you documents that will establish your identity and employment eligibility. You can view a list of acceptable documents here.

The University's program of affirmative action invites you to identify whether you are a covered veteran or an individual with a disability in order to receive the benefits of affirmative action. This information is used solely for affirmative action purposes and will not subject you to any adverse treatment. You can access the self-identification forms at http://hr.ua.edu/policies-and-forms.

We are pleased that you are joining The University of Alabama and hope you will find your employment with UA to be a rewarding experience. You are joining a winning team of UA faculty and staff with a long tradition of excellence in academics, research, athletics and service to the community. If you have any questions, please contact Adam Sterritt.

This letter represents only an initial offer of employment; it does not constitute an employment contract for any specified period of time. If this offer is accepted, your employment with The University of Alabama will be at-will and may be terminated, either by your employer or supervisor at any time, for any reason, with or without notice. Please signify your acceptance of this offer of employment by accepting the offer online through the UA Employment System.

Human Resources