



**WICHITA STATE  
UNIVERSITY**  
HUMAN RESOURCES

January 10, 2019

Michael Pelfrey  
[REDACTED]

Dear Mike,

Wichita State University Intercollegiate Athletics Association, Inc. (ICAA) is pleased to offer you the position referenced below. We are excited about the experience and skills you will bring to the University community!

**Position:** Assistant Coach - Baseball  
**Position Number:** Z90151  
**Department:** 8001 – Baseball  
**Pay Rate:** \$90,000 Annual  
**Start Date:** Sunday, January 13, 2019  
**Report Date:** Monday, January 14, 2019  
**Report Location:** 1st Floor RSC, Rm 142 Harvest Room (New Employee Orientation)  
**First Pay Date:** Friday, February 8, 2019

This offer is contingent upon providing necessary documentation that you are authorized to work in the United States, and any other screening or verification required for the position.

**Action Required:**

**Offer Letter:** Review and submit the signed offer letter to [employment@wichita.edu](mailto:employment@wichita.edu).

**New Hire Paperwork:** The WSU – ICAA utilizes a secure online system to collect information is needed to complete the hiring process. You will receive an email with instructions for completing the online paperwork process. Please complete this online process as soon as possible to avoid a delay in the hiring process.

**New Employee Orientation (NEO):**

**Day One:**

You are scheduled to begin work on 01/14/2019 and will attend New Employee Orientation (NEO) from 8:30 a.m. to 1:30pm on that day. Please report to the Rhatigan Student Center 1st floor, 142 Harvest Room. Lunch will be provided. You will report to your assigned department on your second day at your scheduled start time.

**Parking:**

- To assist you with parking, detailed information, including a parking map, can be found on the [WSU Parking website](#). Please allow extra time upon arrival at WSU to secure a parking space.
- When you arrive on campus for NEO, you may park in any Yellow or Yellow and Green striped lot at no charge. Do not park in any reserved parking spaces or in Red or Green parking lots.



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- To accommodate the license plate scanning system, your license plate must be visible and unobscured. Backing into a parking stall or pulling through is not allowed.
- If you choose to park in the parking garage, you will incur a charge of \$1.50 per hour, with a maximum charge of \$15 per day. If you do not secure the space with a credit or debit card, you will receive a ticket. Garage spaces are metered 24 hours a day.
- If you wish to park on campus after your first day, you will need to purchase a parking permit. Parking rates are determined by salary and must be paid through payroll deduction. If you wish to secure a permit, you will receive instructions during NEO on how to complete this process. Parking permits are only required on the main campus but may be helpful if your job will require you to visit the main campus frequently.
- For information specific to handicap parking, parking for disabled veterans and motorcycle parking, please visit the [WSU Parking website](#).

**What to bring with you to NEO:**

- Supporting documentation for the Form I-9. A list of acceptable documents has been provided with this letter. The Form I-9 is required of all new hires to establish identity and employment authorization. You will complete the form itself when you receive the new hire paperwork by email as described above.
- Basic vehicle information including your tag number for parking purposes.

**Total Rewards:**

A comprehensive benefits package is available to both full and part time benefit eligible employees, which includes:

- Health/dental/vision/life insurance; retirement; tuition assistance for employees, dependents, and spouse; and YMCA membership discount. Detailed information will be provided on your first day.
  - Please note that health insurance coverage begins on the 1st of the month following a 30 day waiting period for those who enroll in this coverage.
- A generous leave benefit including, sick and vacation accruals, and holidays. This is detailed as "Leave Information" on the Total Rewards webpage.

**Reminder:** All WSU campus locations are tobacco-free. This protects our campus community from secondhand smoke and reduces maintenance costs and fire risks, while creating a marketing and recruiting advantage.

**NCAA Acknowledgement:** As a member of the National Collegiate Athletic Association ("NCAA"), Wichita State University Intercollegiate Athletic Association, Inc. (WSU-ICAA) requires your acknowledgement and acceptance of the following relating to your work on behalf of our athletics programs.

You agree to abide by all applicable policies, procedures, rules, regulations and legislation of the WSU-ICAA, Wichita State University (WSU), the Conference with which WSU is a member and/or the National Collegiate Athletic Association (NCAA). You understand and agree that you may be terminated for good cause for any of the following: a major violation of NCAA rules; gross professional or personal misconduct; insubordination and/or failure to perform the required duties of your position; being convicted of a felony; and/or a violation of applicable rules, policies or procedures of the WSU-ICAA and/or WSU. In addition, you have an affirmative obligation to cooperate fully and assist this Institution, the NCAA enforcement staff, the Committee on Infractions and the Infractions Appeals Committee to further the objectives of the NCAA and its infractions program. Full cooperation includes, but is not limited to reporting instances of noncompliance in a timely manner; timely participation in interviews and providing complete truthful responses and relevant information; disclosing and providing access to all electronic devices used for business purposes; providing access to all social media, messaging and other applications that may be relevant to the investigation; and preserving the integrity of an investigation along with the confidentiality required.




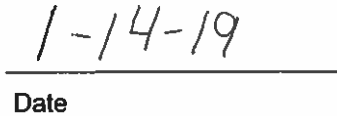
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Please return the signed offer letter as acknowledgement and agreement of the position and requirements. If you have questions, please feel free to contact me at (316) 978-5216. We look forward to you joining our campus community!

Sincerely,

Marcie Holsteen  
Human Resources  
Wichita State University

  
Employee Signature

  
Date