



WESTERN CAROLINA CATAMOUNTS

Academic EPA / Non-faculty Employment Agreement

Name: Manuel Concepcion

Base Position: Non-Faculty Instructional

Start Date: February 2, 2009

Initial Base Salary: \$44,500

Appointment: Your appointment as Head Volleyball Coach is a full-time, permanent position that is designated as your base position. The position is subject to the Western Carolina University "Employment Policies for University Employees Exempt from the State Personnel Act" ("WCU Policies"), as the policies currently exist and as they may be periodically amended from time to time. A copy of the WCU Policies is attached.

This position is a covered position as defined in Section I.A of the WCU Policies. Your appointment is employment at-will of indefinite duration, subject to continuation or discontinuation at the discretion of the Chancellor or his delegate. Your performance and compensation in this position are subject to review annually.

Contingent Funding: Your position is funded in whole or substantial part from sources other than continuing State budget funds or permanent trust accounts. Accordingly, continuation of your appointment is contingent upon the continuing availability of funds from receipt supported accounts to support your position. The effect of such contingency is that your appointment may be discontinued without the additional notice otherwise required by Sections III.A, III.B, and III.C of the Policies; however, you will be informed at the earliest practicable date of the occurrence of such a funding contingency.

Annual Leave: Annual leave entitlement will be twenty-four (24) days per year in accordance with Section VII.B.1 of the WCU Policies.

Miscellaneous Terms:

1. **Moving Allowance:** You will receive \$1,500 to assist in covering your relocation expenses in accordance with the University's Moving Expense Policy. You must substantiate your expenditures that are defined as deductible moving expenses under the IRS rules with original receipts within 60 days of receipt of the advance. Moving expenses that do not qualify for deduction under IRS Code Section 217 and IRS Publication 521, *Moving Expense*, are not eligible for reimbursement under the university moving expense policy. Any unsubstantiated amounts will be reported as income during the current tax year. Questions about this policy should be addressed to the Vice Chancellor for Administration and Finance.


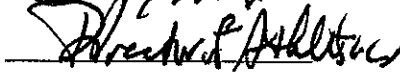
Employment Authorization Verification: In accordance with federal law, Western Carolina University must verify that all new and reappointed employees are either United States citizens or aliens lawfully authorized to work in the United States. If you accept this offer, you must go to the Office of Human Resources on your first day of work and complete and sign the required form. To complete the Immigration and Naturalization Service form, you must present appropriate documentation evidencing your identity and employability. See the attached copy of the form for a description of the types of documentation acceptable. The Office of Human Resources will verify that all other employment documents have been completed and verified as well.

E-Verify Program Verification: In accordance with North Carolina law, the identity and employment eligibility of all new employees must be verified through the E-Verify program. The verification must be completed on your first day of work, and is completed in conjunction with the completion of the I-9 form.

WESTERN CAROLINA UNIVERSITY

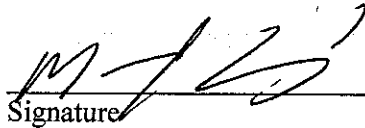
By:

Title:

Acceptance of Offer

By my signature below, I accept the appointment of Head Volleyball Coach at Western Carolina University according to the terms and conditions set forth above.


Signature

11/30/09
Date

Please return a signed original to:
Kathy Wong, Director
Human Resources
Western Carolina University
220 HFR Administration Building
Cullowhee, NC 28723

FAX a signed copy to:
Kyle R. Carter, Provost
(828) 227-7498