



THE UNIVERSITY OF TENNESSEE SYSTEM

FINANCE AND ADMINISTRATION

DAVID L. MILLER

Senior Vice President and Chief Financial Officer

February 7, 2022

Luke Lybrand
[REDACTED]
[REDACTED]

Dear Luke,

It is my pleasure to offer you the position of Treasurer with the University of Tennessee System effective April 1, 2022 at the rate of \$22,533.3300 per month (\$270,400.00 annualized), subject to the terms and conditions outlined in this letter and subject to approval by the University of Tennessee Board of Trustees at a called meeting on February 25, 2022. This is a regular, 100 percent full-time, exempt position and does not carry tenure. As a full-time employee, you are also eligible for various benefits. For benefits information, please visit <https://hr.tennessee.edu/benefits/>

To assist you with relocation, the University will provide a one-time allowance of \$18,000 for relocation expenses consistent with Fiscal Policy FI0450. This allowance will be reported as taxable income and included on your W-2 statement. The IRS required that applicable taxes be withheld and reported.

This offer letter does not constitute a contract of employment. Your employment with the University of Tennessee is on an at-will basis, which means that the employment relationship may be terminated at any time by either the employee or the University of Tennessee with or without cause and with or without notice. The university conducts a criminal background check on all new employees and reserves the right to terminate any employee whose background check includes criminal history that the university deems to be disqualifying.

This job offer is contingent upon documentation of citizenship and/or work authorization as required by the Immigration Reform and Control Act of 1986. You will be presented the required *Employment Eligibility Verification* form (I-9) and a list of acceptable documents. You **must** complete the I-9 form and provide the necessary documentation to the Human Resources Office on or before your first day of work.

If the vacancy announcement for your position required any educational/special licenses documentation, you should submit the required transcript or documentation to the Human Resources office prior to the first day of your employment. Please note, misrepresentation of academic credentials is a Class A misdemeanor in Tennessee. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person: (1) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited



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institution of higher education; (2) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or (3) has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

All newly hired regular staff serve a six-month probationary period beginning on the first day of employment. During the probationary period, your performance will be evaluated, and you are subject to discharge without recourse. At the end of the probationary period, your hiring department will complete an initial evaluation which will be discussed with you and will become a part of your personnel file.

We are excited to have you as part of the University of Tennessee and look forward to working with you.

To indicate your acceptance of this position, please sign below and return the signed letter to me.

Sincerely,

David L. Miller
Senior Vice President and Chief Financial Officer

cc: Human Resources

ACCEPTANCE: I accept the appointment to serve as University Treasurer under the terms and conditions outlined above and with the understanding that the offer is not binding until and unless the appointment and compensation is approved by the University of Tennessee Board of Trustees.

Signature

02/09/2022
Date