




January 11, 2018

MEMORANDUM

TO: Scott Woodward
Director of Athletics


FROM: Justin Moore
Sr. Associate Athletics Director 

SUBJECT: Request for Approval for Termination of Employment

In accordance with Texas A&M University System Regulation 32.02.02 - *Discipline and Dismissal of Nonfaculty Employees*, the purpose of this memorandum is to request approval to proceed with termination of Phillip L. Hedrick, Associate Athletics Director.

This employment action is proposed because the University wishes to pursue a new direction within the Football Program. Phillip Hedrick was hire on July 1, 2014 under the previous football program's leadership. John "Jimbo" Fisher was hired on December 4, 2017 and will want to hire his own staff, as in the industry standard.

Based on this, I believe that it is in the best interest of the University for Phillip Hedrick to be terminated as soon as administratively possible with a minimum of two weeks' notice, as authorized by policy. In lieu of termination, the University proposes to offer Phillip Hedrick a Separation Agreement that will accept his resignation effective January 19, 2019 and pay him an amount equal to his monthly salary from the effective date of the termination until April 19, 2018 plus three months COBRA premium.

APPROVED: 
Scott Woodward

Cc: Office of Consulting and Resolution Management (OCRM)
Athletics HR - Personnel File

SPORTS MEDICINE



January 17, 2018

Justin Moore
Sr. Associate Athletics Director
Texas A&M University
TAMU 1228
College Station, TX 77843

Justin:

Due to the change in leadership of the football department, as well as the decision made by the Head Football Coach and Athletics Director to terminate my employment, I accept the Separation Agreement with Texas A&M University.

Although I do not agree with the decision made by the Head Football Coach and Athletics Director, I submit this letter of resignation as Associate Athletics Director

Sincerely,

A handwritten signature in cursive script that reads 'Phil Hedrick'.

Phil Hedrick, LAT, ATC
Associate Athletics Director for Athletic Training

CC:
Office of Consulting and Resolution Management (OCRM)
Athletics HR – Personnel File

January 24, 2018

Phillip L. Hedrick


Dear Phil,

This letter is to formally accept your voluntary resignation from Texas A&M University Athletics Department effective January 19, 2018. This is based on the written notification you provided.

Federal and State laws require Texas A&M University to offer continuation of your health/dental coverage. You will be mailed a COBRA form (Health/Dental coverage Continuation Form) shortly. Any questions regarding your COBRA options should be addressed to the Texas A&M University Human Resources Benefits Services at 979-862-1718.

Best wishes in your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Jamie Williams".

Jamie Williams
Assistant Athletics Director for Human Resources

Cc: Office of Consulting and Resolution Management (OCRM)
Athletics HR - Personnel File