



## ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy or am able to access a copy of the Research Foundation (RF) of State University of New York *Employee Handbook* either online at [http://www2.rfsuny.org/employee\\_handbook/index.htm](http://www2.rfsuny.org/employee_handbook/index.htm) or through my campus RF human resources office.

I understand that the *Employee Handbook* sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with the RF. I understand and agree that it is my responsibility to read the *Employee Handbook* and to abide by the rules, policies and standards it sets forth. I also acknowledge that, except for the policy of at-will employment, the RF reserves the right to revise, delete and add to the provisions of this *Employee Handbook*. No oral statements or representations can change the provisions of this *Employee Handbook*. I understand that if I have any questions concerning any of the topics addressed in the handbook, I should contact my campus RF human resources office.

I acknowledge that my RF employment is considered at-will. At-will employment is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the RF. I acknowledge that the *Employee Handbook* and oral statements or representations regarding my employment cannot alter the RF's at-will employment policy. I also acknowledge that this at-will employment policy may be revised, deleted or superseded only by a written employment agreement signed by the RF's president or executive vice president that expressly revises, modifies, deletes or supersedes the policy of at-will employment. I also acknowledge that, except for the policy of at-will employment or a written employment agreement providing otherwise, terms and conditions of employment with the RF may be modified at the sole discretion of the RF with or without cause or notice at any time.

I further understand that, with the exception of approved employment agreements, this *Employee Handbook* supersedes all prior agreements, understandings and representations concerning my employment with the RF. Furthermore, I acknowledge that the online *Employee Handbook* includes the most up-to-date information. I understand it is my responsibility to obtain the latest version of the *Employee Handbook*.

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Employee Name [printed]

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Employee Signature

Date