Click or tap to enter a date.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Dear Click or tap here to enter text. Click or tap here to enter text.:

On behalf of President Satish K. Tripathi, I am delighted to offer you an appointment as Click or tap here to enter text. in the Click or tap here to enter text. at the University at Buffalo. Your appointment to this position will be effective Click or tap to enter a date.

Your appointment will be made under a Management/Confidential (M/C) designation, which carries both the benefits of this employment and the designation of an “at will” employee. You will serve at the pleasure of the President of the University at Buffalo and nothing contained in this letter is intended to modify your status in that regard. You will serve for a length of time determined by the President.

Your compensation as Click or tap here to enter text. will be $Click or tap here to enter text.. Please note that your pay will be lagged one day in each of the first five pay periods in accordance with the policies of the Office of the State Comptroller and repaid upon separation from State service.

You are eligible to enroll in retirement, health insurance, dental, and vision plans. Our health plans require an employee cost share contribution based on your coverage choices. You will be notified as to the date of your orientation shortly after your appointment. Please be advised that if you are retired from a New York State retirement system, subsequent New York State public employment may affect your retirement benefits including pension benefits and health insurance. Should you accept this offer, please advise the University at Buffalo Human Resources office of your New York State retiree status to remain in compliance with provisions pertaining to New York State Retirement and Social Security Law.

M/C employees accrue sick leave up to 200 days and annual leave up to 40 days at the rate of 1.75 days per month in each category. Payment for up to 30 days of unused annual leave at full salary is permitted upon separation from State service.

Defense and Indemnification of State Officers in Civil Proceedings and Reimbursement in Criminal Proceedings:

If you are sued in a civil matter in an individual capacity, defense and indemnification are available upon request to the Attorney General in those situations in which the act underlying is alleged to have occurred within the scope of the officer’s public duties, provided that the individual has not engaged in intentional wrongdoing. Certain procedural steps must be followed.

You are accorded criminal defense reimbursement and civil defense and indemnification protection by statute (Sections 17 and 19 of the Public Officers Law). In criminal cases, reimbursement is available, with the approval of the Attorney General, for reasonable attorneys’ fees and litigation expenses incurred by an officer in the scope of the officer’s public duties, following acquittal or dismissal of the proceeding.

I look forward to having you join our team at the University at Buffalo. Please sign below and return by Click or tap to enter a date. to acknowledge your acceptance of the terms outlined in this letter.

Sincerely,

Click or tap here to enter text.

Click or tap here to enter text.

Accepted and agreed to this \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Cc: Department File