

Acknowledgement

This is to acknowledge that I have received a copy or am able to access a copy of the Research Foundation for The State University of New York ("RF") *Employee Handbook* either on-line at www.rfsuny.org/employeehandbook or through my local RF human resources office.

The *Employee Handbook* sets forth the terms and conditions of my RF employment as well as the duties, responsibilities, and obligations of RF employment. It is my responsibility to read the *Employee Handbook* and to abide by the rules, policies, and standards it sets forth. Except for the New York State doctrine of employment-at-will which the RF follows, the RF reserves the right to revise, delete, and/or add to the provisions of this *Employee Handbook*.

No oral statements or representations can change any provisions of this *Employee Handbook*. With the exception of written employment agreements, this *Employee Handbook* supersedes all prior agreements, understandings, and representations concerning my employment with the RF. The on-line *Employee Handbook* includes the most up-to-date information. It is my responsibility to obtain the latest version of the *Employee Handbook*.

Date

Employee Name [printed]

Employee Signature Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE