

Acknowledgement

The Research Foundation for The State University of New York (“RF”) 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.

The RF reserves the right to revise, delete, and/or add to the provisions of this Employee Handbook. No written or oral statements or representations can change any provisions of this Employee Handbook with the exception of written employment agreements. 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.

This is to acknowledge that I have received and reviewed a copy of the Employee Handbook and reviewed the section on Electronic Communications regarding the Research Foundation’s electronic monitoring of telephone, email and internet access and usage.

Date

Employee Name [printed]

Employee Signature

TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE