

## Letters of Appointment Policy

<b>Effective Date:</b>	June 24, 2024
<b>Supersedes:</b>	Letters of Appointment Policy, effective April 11, 2011
<b>Policy Review Date:</b>	5 years from effective date
<b>Issuing Authority:</b>	Research Foundation President
<b>Responsible Party:</b>	Vice President for Human Resources
<b>Contact Information:</b>	518.434.7080 <a href="mailto:HRA@rfsuny.org">HRA@rfsuny.org</a>

## Reason for Policy

A letter of Appointment is sent to an individual who is offered and has accepted employment with The Research Foundation for the State University of New York (RF) to ensure that the employee understands the terms and conditions relating to that Appointment.

## Statement of Policy

Each individual who is offered and has accepted employment with the RF must, at the time of Appointment, receive a letter of Appointment prepared on Research Foundation letterhead.

Each letter of Appointment must be signed by the Research Foundation operations manager or designee before sending it to an employee. A copy of the letter of Appointment must be retained in the employee's personnel file.

A new letter of Appointment is not required for a person who is being reinstated as an employee with less than a one-year break in service.

## Appointment Letter Requirements

A letter of Appointment must convey the following information:

- The employer is The Research Foundation for the State University of New York, a private, nonprofit corporation.
- The RF position title, effective start date of the Appointment, salary rate, and regular pay date.  
**Note:** This information must agree with the information on the Employee Assignment Form and in the Oracle Business System.
- The Appointment is contingent on proof of identity and employment eligibility.
- Employment at The Research Foundation for SUNY is terminable at will and subject to Research Foundation policies.  
**Note:** This means that employment with the Research Foundation is subject to the availability of funds and program needs and that there is no expressed or implied guarantee of continued

employment. This may be stated as "Your employment may be ended at any time, with or without cause, either by your decision or that of the Research Foundation."

- Fringe benefits are provided by The Research Foundation for SUNY under rules in effect on the start date of Appointment and are subject to change as approved by the Research Foundation Board of Directors.
- The extent to which paid time off accruals may be earned.
- A space for employee signature (upon receipt).

The letter of Appointment may be modified to include the following:

- Employee orientation date
- Benefit enrollment information/dates
- General operating location information
- Other information appropriate for dissemination at the time of Appointment.

## Related Information

- [Communication with Applicants and Offers of Employment Policy](#)
- [Employment Eligibility Policy](#)
- [New Employee Process Procedure](#)

## Forms

- [Template Letter of Appointment](#)
- [Template Letter of Appointment – SUNY Summer Faculty](#)

## Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
RF OM or designee	ensuring that all letters of Appointment meet the requirements of this policy.
Vice President for Human Resources	providing and updating guidelines on requirements.

## Definitions

*Appointment*- The offer and acceptance of employment with the RF.

## Change History

Date	Change History
June 24, 2024	Reformatted, clarified requirements and definition of Appointment, included links to other related information.
April 11, 2011	Removed last line of table on Appointment Letter Requirements regarding NYS New Hire Notification. Information must now be provided in separate letter as per Wage Theft Prevention Act.

Date	Change History
March 30, 2010	Updated last bullet on required information table.
December 2, 2009	Updated details on employee signature requirements in appointment letter requirements section.
October 26, 2009	Added additional requirements: Overtime rate (for non-exempt employees), regular pay date and obtaining a written acknowledgment.
May 1997	Policy became effective.

### Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).

Copyright © 2024 The Research Foundation for The State University of New York