

EMPLOYEE ACKNOWLEDGEMENT FORM

I, _____, hereby acknowledge that I have received a copy of Rensselaer Polytechnic Institute's Employee Handbook.

At Rensselaer Polytechnic Institute, each worker's employment is at-will, unless said employment is pursuant to a duly authorized written Employment Agreement or pursuant to the terms of the Rensselaer Faculty Handbook.

No policy, provision, procedure or guideline in this handbook is intended to create an employment agreement, an implied or expressed contract, or a guarantee of continued employment between any employee and Rensselaer Polytechnic Institute.

At-will employees are hereby given clear notice that their employment is for no specific term, is not guaranteed in any way, and can be ended—by the employee or Rensselaer—at any time, with or without cause or notice.

Rensselaer reserves the right to change, add, or eliminate any of the Institute's policies, procedures, health, welfare, and pension benefit plans, or language, at any time without prior or further notice except those contained within the Faculty Handbook.

This handbook only highlights the terms of the Institute's employee benefit plans. The actual terms of the various employee benefit plans are stated in, and governed by, the formal plan documents. Any contradiction between this handbook and documents specifically governing any employee benefit plan will be governed by the terms of the employee benefit plan documents.

If you are eligible for any employee benefit plan, the benefits are described in the applicable Summary Plan Description. Rensselaer reserves the right to modify, amend, suspend, or terminate any plan at any time, and for any reason without prior notification. Eligible participants will be notified of any changes to these plans and how they affect benefits, if at all.

If you have questions concerning these or any other Rensselaer policies, procedures, guidelines, or practices, please consult with a representative in the Division of Human Resources.

Print Name

Signature

Date