

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF:

- **CORPORATION MANUAL (SEPT. 2012 VERSION); INCLUDING:**
 - **AT-WILL STATUS POLICY AGREEMENT (PAGE 6)**
 - **CONFLICT OF INTEREST POLICY AGREEMENT (PAGE 6)**
- **MANDATED REPORTER STATUS AND LEGAL DUTY TO REPORT CHILD ABUSE AND NEGLECT (E.O.1083) – (SEPARATE ATTACHEMENT)**

This is to acknowledge that I have received a copy of the Student Union, Inc., (Student Union) Corporate manual and I understand that it describes important information about the Student Union. I understand that it is my responsibility to read the Manual and to abide by the rules, policies, and standards set forth in it. I understand that the contents of this Manual are presented solely as a matter of information and guidance, and that this Manual is not intended to be, nor should it be viewed as, either an express or implied contract between the Student Union, Inc., and me.

I further understand that the Student Union maintains a policy of at-will employment with respect to both the duration and terms and conditions of the employment relationship. This means that the Student Union reserves the right to change the terms and conditions of the employment relationship or to terminate that relationship at-will, with or without cause or prior notice. I also understand and agree that the Student Union's policy of at-will employment is not subject to change other than through an express written agreement signed by me and the Executive Director of the Student Union, Inc.

I understand that the foregoing agreement concerning my employment at-will status and the Student Union's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and the Student Union concerning the duration of my employment, which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with the Student Union. Finally, I understand that, except for the Student Union's policy of employment at-will, the Student Union reserves the right, in its sole and absolute discretion, to change, supplement or rescind all or any part of the practices, procedures or benefits described in the Manual as it deems necessary, with or without prior notice.

Employee Signature: _____ Date: _____

Employee Name – Print: _____

Human Resources Director Signature: _____ Date: _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Revision/Addition dates: September 2012; January 2013

