

## EMPLOYEE ACKNOWLEDGMENT FORM

This is to acknowledge that I am expected to read and understand the contents of the Employee Personnel Handbook, as it contains important information on the CSUB Foundation's general personnel policies and on my privileges and obligations as an employee. The Personnel Handbook will be maintained in an electronic version at the following website address <http://www.csubfoundation.org/humanresources.cfm> (see instructions below to access handbook on-line).

Upon accepting employment, I agree to adhere to the policies, procedures and rules as outlined in the Personnel Handbook. I understand that I am governed by the contents of the Handbook and that the CSUB Foundation may change, rescind or add to any policies, benefits or practices described in this Personnel Handbook from time to time in its sole and absolute discretion, with or without prior notice. The CSUB Foundation will advise employees of material changes within a reasonable time.

I understand that if driving is required in my job, I must possess a valid California Driver's License, a driving record acceptable to the CSUB Foundation, and complete the Defensive Driving course offered through CSUB. As well, if using a personal vehicle for Foundation business, I acknowledge that I must possess current automobile insurance. I further acknowledge that I will immediately inform the appropriate Manager or Administrator if my driver's license is suspended, revoked or expires, if I am arrested for DUI, or if my automobile insurance expires or is canceled.

I also understand that the use, possession, sale, distribution or transportation of any prohibited items, as defined in the Drug and Alcohol Abuse Policy, while on the job, on Foundation-owned, leased, occupied or operated property, or while traveling on Foundation business, is prohibited.

I understand the at-will employment status of any employee may be modified or amended only by an express written agreement signed by the employee and the Foundation Manager or Human Resources Director, and such written agreement must specifically reference the at-will provision of this Handbook and expressly waive such provision. I also understand that no employee, officer, or representative of the CSUB Foundation other than the Foundation Manager or Human Resources Director, is authorized to modify or amend the at-will nature of the employment relationship of any employee. I understand that nothing in this Manual or any other document or statement, whether written or oral, shall limit the right of the employee or the Foundation to terminate the employment relationship at any time, with or without cause and with or without notice.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (Typed or Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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### INSTRUCTIONS TO EMPLOYEE

To access Personnel Handbook on-line please visit [www.csubfoundation.org](http://www.csubfoundation.org), click on Human Resources, and then click on Employee Personnel Handbook link. Computer access is available at the CSUB Library.