



ACKNOWLEDGEMENT

RECEIPT OF EMPLOYEE HANDBOOK

No employee handbook can anticipate every circumstance or question about policy. Therefore, the College reserves the right to review, supplement, modify or eliminate any policies, procedures or portion/s of this handbook as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is the employment-at-will policy permitting you or the College to end the employment relationship at any time for any reason.

Employees will be notified of any changes to the handbook as they occur, and are responsible to become familiar with such changes. Changes to the handbook will be made through the Faculty & Staff/Office of Human Resources page of the College website:

<http://www.paulsmiths.edu/offices/hr/>

Any causes of action or lawsuits arising out of or under this contract or the employment relation between the College and the employee shall be tried (venued) in the Supreme Court of Franklin County, New York and the employment agreement shall be interpreted and construed in accordance with the laws of the State of New York.

My signature, as set forth below, is an acknowledgement on my part that I have received a copy of the Paul Smith's College Employee Handbook. I understand that I am not only bound by its policies but that I am required, as a condition of employment, to comply with the policies and procedures as set forth in said Employee Handbook as may, from time to time, be changed by the College at its sole discretion.

I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document, and nothing in the handbook creates an express or implied contract of employment. I understand that I should consult my supervisor or a representative of the Office of Human Resources if I have any questions that are not answered by this handbook.

Signature

Date