



## ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the ASSOCIATED STUDENTS SAN DIEGO STATE UNIVERSITY ("Associated Students" or "the Employer") Personnel Policies and Procedures Manual and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with Associated Students. I understand and agree that it is my responsibility to read the Personnel Policies and Procedures Manual and to abide by the rules, policies, and standards set forth in the Personnel Policies and Procedures Manual.

I also acknowledge and agree that my employment with Associated Students is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Employer. I acknowledge and agree that nothing in this Personnel Policies and Procedures Manual and no oral statements or representations regarding my employment can alter the foregoing. I also acknowledge and agree that this policy of at-will employment may be revised, deleted or superseded only by a written employment agreement signed by the Executive Director or appointed designee that expressly revises, modifies, deletes, or supersedes the policy of at-will employment. This agreement regarding my at-will employment status constitutes the sole and entire agreement between me and Associated Students concerning my employment and the circumstances under which my employment may be terminated or otherwise changed. This agreement concerning my at-will employment status supersedes any and all prior agreements, understandings and representations concerning my employment with Associated Students.

I also acknowledge and agree that, except for the policy of at-will employment, the Employer reserves the right to revise, delete, and add to the provisions of this Personnel Policies and Procedures Manual. All such revisions, deletions, or additions must be in writing and must be signed by the Executive Director or appointed designee of the Employer. No oral statements or representations can change the provisions of this Personnel Policies and Procedures Manual. I also acknowledge and agree that, except for the policy of at-will employment or a written employment agreement providing otherwise, terms and conditions of employment with the Employer may be modified at the sole discretion of the Employer with or without cause or notice at any time. Nothing contained in this Personnel Policies and Procedures Manual shall create any express or implied contract of employment, other than the agreement concerning my at-will employment status.

### **Associated Students Grievance Procedure**

I also acknowledge and agree that in the event employment disputes arise between me and the Employer, I will be bound by the Associated Students Grievance Procedure which provides for final and binding arbitration for disputes relating to termination of employment, unlawful discrimination, and alleged sexual harassment or other unlawful harassment, as defined in the Associated Students Grievance Procedure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name [printed]

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE