

ACKNOWLEDGEMENT OF RESTRICTED STAFF EMPLOYMENT

As discussed during the interview process, you are being offered a restricted University and Academic Professional position at Virginia Commonwealth University.

A Restricted Position is defined as:

- Employment pursuant to an explicit requirement that the employment is restricted by the job duties to be performed, a specified time period, or availability of funds. Employees in restricted positions are not eligible for severance benefits.

Employees in restricted positions have no guarantee of employment beyond their established end dates and/or after the limited job duties to be performed have been completed. Employees in restricted positions funded from non-continuous sources have no guarantee of continued employment. If you are unsure of the date your position is scheduled to end, or the nature of the funding source, please ask your manager to review the terms of your employment.

If you have questions regarding your rights under university policy and per these guidelines, please contact (Depart/school/central INSERT) Human Resources at (INSERT).

Your signature below acknowledges that you have been informed of your status as a restricted employee, and agree to be bound by the conditions stated in this letter, your offer letter, and by all applicable university policies.

Employee (PRINTED NAME) Signature (DATE)

Last Updated: June 2024