



The WVURC is an AA/EEO/Minorities/Females/Vet/Disability/E-verify compliant employer.

Employee Name: \_\_\_\_\_

**WVURC Human Resources Policies & Procedures**

**Initial** \_\_\_\_\_

By signing below, I acknowledge that I have received the website addresses for the WVURC Human Resources Handbook (<https://hr.research.wvu.edu/>). I agree, as a condition of my employment, that I am responsible for reviewing, understanding, and adhering to these policies and procedures, and that failure to adhere to these policies and procedures may be grounds for disciplinary action, up to and including termination of my employment. I also understand that if I do not have access to a computer, that I am responsible for informing my department or the Division of Human Resources, so that a solution may be determined.

Should I have any questions or concerns regarding the policies or procedures, I understand that I am advised to contact the Division of Human Resources using the contact information listed below.

**403(b) Retirement Savings Plan Available to All Employees**

**Initial** \_\_\_\_\_

By signing below, I acknowledge that I understand a 403(b) Tax Deferred Retirement Savings Plan is available to employees, including those employees not otherwise entitled to other retirement benefits. Should I wish to enroll an "Enrollment Form" from TIAA-CREF, is required. In addition a "Non-Benefit Eligible Salary Reduction Agreement," where I indicate the amount to be contributed each pay, is required. Both forms are available on the Research Corporation Human Resources website (<https://hr.research.wvu.edu/benefits>). I also understand that if I do not have access to a computer, that I am responsible for informing my department or the Research Corporation Benefits Department, so that a solution may be determined.

Should I have any questions or concerns regarding the policies or procedures, I understand that I am advised to contact the Research Corporation Benefits Department using the contact information listed below.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

WVURC Benefits  
PO Box 6221  
Morgantown, WV 26506  
(P) 304-293-4616  
(F) 304-293-7532  
rcbenefits@mail.wvu.edu