



EMPLOYMENT CONTRACT FOR UNCLASSIFIED EMPLOYEES

TO: _____

It is our pleasure to offer you, subject to administrative approval, an appointment at the rank of _____ in the department of _____.

This is a: full-time appointment
 part-time appointment at _____ % effort .

The appointment is effective _____ with an initial salary of \$ _____ on Academic Year Basis Fiscal Year Basis. This position will not lead to tenure.

**See reverse side for explanation of unclassified employment.*

Your initial duties are outlined on the attached job description which you are to initial and return with this contract. Your duties are subject to change, depending on department needs, and such a change shall not be grounds for rescission of this contract. In any event, financial exigency may justify the cancellation or amendment of this contract.

In accepting this appointment you are entitled to the appropriate benefits of and agree to abide by the regulations of the University, the Board of Supervisors, the laws of Louisiana, which include but are not limited to mandatory enrollment in a retirement system and execution of the loyalty oath required by the State of Louisiana and assignment of patents and copyrights to the LSU System under prescribed conditions.

Special provisions of the appointment are: _____

Administrative Officer Approvals [as required]

| | | | |
|-----------------|-------|---------------|-------|
| _____ | _____ | _____ | _____ |
| Department Head | Date | Dean | Date |
| _____ | _____ | _____ | _____ |
| Vice President | Date | LSU President | Date |
| _____ | _____ | _____ | _____ |
| | Date | Date | Date |

Employee Acceptance of Approved Offer

I hereby accept the offer and the conditions of employment as stated above. I acknowledge that any representations or conditions not stated above or incorporated by reference are not binding on the University and do not form part of this employment contract.

Employee Signature

Date

I. SECTIONS 2-3.a. and 2-4.b OF THE REGULATIONS OF THE LSU BOARD OF SUPERVISORS CURRENTLY PROVIDE IN PART:

Section 2-3.

“a. **Unclassified.** The President shall recommend to the Board personnel actions for System employees in unclassified positions, except for those System employees in unclassified positions for which the Board delegates final authority to the President. The chief administrative officers of the various campuses shall recommend to the President for approval by the Board personnel actions for campus employees in unclassified positions, except for those campus employees in unclassified positions for which final authority is delegated to the campus' chief administrative officer.”

Section 2-4.

“b. **Unclassified Employees.** Unclassified employees hold their positions at the pleasure of the Board, except those in positions for which final authority is delegated to the President in accordance with Section 2-3.a. Services of unclassified employees may be terminated by giving such employees reasonable notice with the approval of the chief administrative officer of the campus and the President. "Reasonable notice" shall be interpreted to mean written notice given at the time the action is instituted by the employee's immediate supervisor and effective after a period of time equivalent in days to the usual payroll period of the employee.”

II. THE POLICIES OF THE LSU BOARD OF SUPERVISORS RELATING TO FRINGE BENEFITS INCLUDE THE FOLLOWING:

(A) Optional employee benefit plans:

- 1) group medical insurance;
- 2) group life insurance;
- 3) long term disability income insurance;
- 4) accidental death and dismemberment insurance.

(B) Other fringe benefits include but are not limited to:

- 1) monthly accrual of sick leave for all regular employees;
- 2) monthly accrual of annual leave for regular employees on twelve month pay basis;
- 3) voluntary participation in tax sheltered programs.

Upon receipt of this signed contract, forms and instructions for enrollment in the above programs will be forwarded to you.