



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 University under prescribed conditions.

Your employment is contingent upon a satisfactory background check, approvals through appropriate administrative channels (including the Office of Human Resource Management), and completion of a valid Employment Authorization Document (I-9) in accordance with federal regulations.

Your employment is for an indefinite term and may be terminated at any time and for any reason subject to the Regulations of the Board of Supervisors and Louisiana law. Special provisions of the appointment are:

Administrative Approvals [as required]

Department Head/Supervisor Date

Dean / Director Date

Executive Vice President & Provost Date

Executive Vice President of Finance & Administration Date

LSU President 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. I also understand that, as a condition of employment, La. R.S. 42:31 requires that all unclassified employees earning \$100,000 or more annually must provide proof of a valid Louisiana driver’s license and that all vehicles titled in their name have been registered in the state of Louisiana.

Employee Signature _____
Date

I. La. R.S. 42:31 requires that all unclassified employees earning \$100,000 or more annually must provide proof of a valid Louisiana driver’s license and that all vehicles titled in their name have been registered in the state of Louisiana. Failure to comply with La. R.S. 42:31 within 30 days will result in the termination of employment with Louisiana State University.

II. SECTION 3 OF THE REGULATIONS OF THE LSU BOARD OF SUPERVISORS CURRENTLY PROVIDE IN PART:

Section 3b.

“**Unclassified Employees.** Unclassified employees hold their positions at the pleasure of the Board. Services of unclassified employees may be terminated by giving such employees reasonable notice with the approval of the Chancellor of the campus or, for LSU, the President or his designee. ""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.”

III. THE POLICIES OF THE LSU BOARD OF SUPERVISORS RELATING TO INSURANCE AND RETIREMENT INCLUDE THE FOLLOWING:

- 1) group insurance programs;
- 2) other group life insurance or benefit programs;
- 3) retirement plans;