

**OFFICE OF THE CHANCELLOR**  
**University of New Orleans**

Administrative Policy & Procedure (AP) 2.4  
Effective Date: 2/15/2003

*This document supersedes (AP) 2.4 dated 12/14/1981.*

**SUBJECT:** Payment of Unclassified Employees for Month in Which Appointed or Terminated

**PURPOSE**

To promulgate the method used within the LSU System for determining the pay of an unclassified employee for the month in which appointed.

**DEFINITIONS**

An unclassified employee is an employee not in the classified Civil Service.

**GENERAL POLICY**

All unclassified employees will be remunerated in a consistent manner for the month in which appointed.

**AUTHORITY**

1. Article VII, Section 4 of the Bylaws and Regulations of the Board of the Louisiana State University System.
2. The 1975 conference with LSU System Vice President for Employee Relations in which uniformity was established for this procedure among all LSU System campuses.
3. This document supersedes Administrative Policy 2.4, which is rescinded.

**PROCEDURE**

1. Personnel action forms covering appointment of unclassified employees will be effective the first day of a month, whenever possible.
2. Payment for the month employed shall be for the full month's salary, provided the employee worked all workdays of the month. When the first or last of the month falls on a non-workday, the employee shall receive a full month's pay.
3. The policy established by this document does not in any way preclude the appointment or termination of an employee at any other predetermined date.
4. Appointments beginning within or immediately prior to holiday periods are to be avoided when possible.

Gregory M. St.L. O'Brien, Chancellor