MONTHLY BUSINESS MANAGERS’ MEETING

“MOBILE DEVICE POLICY, SEXUAL MISCONDUCT & TITLE IX, SUPPLEMENTAL RETIREMENT AT LSU”

Tuesday, December 9, 2014
9:30 am – 11:00 am
LSU Student Union – Atchafalaya Room

Presented by Accounting Services & HRM
Announcements

- **Office Depot Vendor Expo**
  - Thursday, January 15\textsuperscript{th} from 10:00 am to 2:00 pm
  - Royal Cotillion Ballroom, LSU Student Union

- **Final APS Check Run for AP & Travel**
  - Requests due to AP on Friday, Dec 19\textsuperscript{th}

- **Unused Tickets on Short’s Travel Online**
  - Available Tuesday, December 9\textsuperscript{th}
February Meeting & Topic

When: Tuesday, February 10th at 9:30 am

Where: LSU Student Union – Atchafalaya Room

What: *Risk Management Autonomy Transition*

*Student Employment Best Practices & FASOP*

*Demo of Applying Unused Tickets on STO*

Suggestions for future topics or specific questions regarding the referenced topic should be sent in advance to Maria Cazes at mcazes@lsu.edu.
Mobile Device Policy

  - Implements monthly stipends effective April 1, 2015 in lieu of paying for the mobile device and related services.

- Forms
  - Mobile Device Stipend Request
  - Mobile Device Employee Agreement
Monthly Stipend Amounts

$20 Monthly Stipend – Wireless Cellular Service

and/or

$20 Monthly Stipend – Data Plan

The employee’s supervisor is responsible for determining and recommending the stipend amount for an employee. The monthly stipend amount should be based on job responsibilities – not job title or position.