



Finance & Administrative Services

Date: December 16, 2014

To: Vice Presidents, Vice Chancellors, Deans,
Directors, and Department Heads

From: Daniel T. Layzell
Vice President for
Finance and Administration & CFO

Subject: Mobile Communication Devices

A handwritten signature in black ink, appearing to read "Daniel T. Layzell", is written over the printed name and title in the "From:" field.

Mobile communication devices have become an accepted tool for many employees to fulfill their job duties. The mobile devices are common place and used for both business and personal use. In an effort to minimize the cost and risk to the University of personal use of a business device, monthly stipends will be provided in lieu of paying for the mobile device and the related service.

It is the intention of the University to implement the stipends effective April 1, 2015. No new mobile devices or accessories may be purchased, nor will new service be activated by LSU. The attached FASOP: AS-24 "Mobile Device Policy" outlines the policy and procedures that will be adopted. A listing of the employees with assigned devices or data plans for your areas will soon be sent to your Business Manager via e-mail. Please review the devices assigned and determine if there is a business need for the employee to have a mobile device. You are encouraged to review the billing for each employee and verify business vs. personal use. Please complete the attached Mobile Device Stipend Request form for each employee for which a stipend is requested. Stipends should only be requested for employees that must have a mobile device to fulfill their job duties.

If it is determined that an employee should receive a stipend, they may continue to use the mobile device and accessories provided by the University until they are replaced. At the time of replacement, the employee will be responsible for buying the new device and the related accessories. There must be a departmental inventory of all mobile devices.

If it is determined that an employee does not require the mobile device to fulfill their job duties, then the mobile device and accessories should be returned to the department so that the equipment can be picked up by Property Management.

Representatives of all major carriers will be invited to campus to facilitate moving the service plan from the university to the employee. LSU will allow the phone numbers assigned to employees to be moved to the personal accounts.

Please return the completed stipend request forms to Human Resource Management in 110 Thomas Boyd Hall no later than March 1, 2015.

Please contact Anna Gradney in the Compensation and Classification section of HRM at agradn1@lsu.edu if you have any questions or require additional information.

Attachments

xc: F. King Alexander, President and Chancellor
Stuart Bell, Executive Vice Chancellor and Provost



Louisiana State University
Finance and Administrative Services
Operating Procedure

FASOP: AS-24

MOBILE DEVICE POLICY

Scope: Louisiana State University

Effective: April 1, 2015

Purpose: The purpose of this policy is to define standards and procedures for end users who have legitimate business requirements to utilize a mobile phone, smart phone, PDA, or other mobile device to carry out their job duties. This policy will establish guidelines for determining the need for mobile devices and accounting for their use by the employees of the University. The University will provide the means for employees to have mobile communication devices by way of a monthly stipend, duty phones, or in limited instances providing a mobile device and service. The provision method is dependent upon the business need for communication with the employee when they are away from their work station and or/campus.

General Information:

Business Use of Personal Devices: If the employee wishes to use a mobile device primarily for personal use, the employee should purchase a device in their name, and no stipend will be provided. If the employee is using the device primarily for their convenience, rather than a compelling business purpose, then business use is not reimbursable.

Reimbursement for Business Use: Departments may not directly purchase or reimburse mobile communication equipment, accessories or related services plans, including internet service plans for business or personal use by individual employees.

Restrictions apply on sponsored project funds: Charges to sponsored agreements for mobile devices are allowable only in unusual circumstances, where supplemental communications equipment and agreements are required for the technical scope of work, is used for no other purpose, and are not otherwise prohibited by the terms of the sponsored agreement.

Motor Vehicle Safety: An employee is prohibited from using a mobile device while operating a motor vehicle. For the safety of the employee and others the driver should pull over and stop at a safe location to dial, receive or converse on a mobile device. Drivers shall comply with all federal, state and local laws and regulations regarding the use of mobile devices.

Procedures:

A. Monthly Stipend

1. Eligibility

Qualifications for a monthly stipend requires two of the following conditions to be met:

- a) The employee's job duties require the performance of law enforcement activities, activities where their personal safety is at risk or that may directly impact the safety, health and welfare of the general public.

- b) The employee's job duties require immediate access to the public telephone network for recall, consultation or decision making. Lack of instantaneous communications could have significant impact on the economic or political welfare of the University.
 - c) The employee's job duties require them to be mobile or in transit a large percentage of the business day yet immediately accessible.
2. The University will provide a \$20 monthly stipend for an employee to purchase wireless cellular service and/or \$20 monthly stipend for a data plan. The employee's supervisor is responsible for determining and recommending the stipend for an employee based on job responsibilities – not job title or position. The determination should be based upon the employee's job duties and need for instantaneous communication with the employee. Once recommended by the supervisor, final approval should be granted by the Dean, Director, or Department Head (or equivalent position) via the form "Mobile Device Stipend Request".
 3. The employee, supervisor, and Dean, Director, or Department Head must sign a University agreement called "Mobile Device Employee Agreement" which:
 - a) Documents the monthly stipend amount.
 - b) Outlines the requirements the employee will observe in obtaining a mobile device and service plan that meets departmental requirements, and defines the conditions for being available via mobile device.

Employee Responsibilities:

- a) Provide the phone number to the supervisor within five days of activation. Will be available for calls during the times specified by the University based upon University requirements.
 - b) May select the carrier that best fits the employee's needs – area of coverage; location of phone use; same carrier as other employees regularly called to minimize cell-to-cell costs. The carrier/plan selected must be able to provide call detail.
 - c) The device must be capable of the appropriate means of communication according to the stipend amount approved. For example, a \$20 monthly stipend must maintain a device capable of voice mail and text messaging. The higher monthly stipend requires the device to also have the capability of internet usage and e-mail.
 - d) Register the cellular number with LSU and provide it as directory information on the University's online directory.
 - e) Inform the University when eligibility criteria is no longer met, or when wireless service is interrupted or canceled.
 - f) Comply with management requests for copies of the phone bill in order to verify that he/she still has an active wireless plan or to periodically verify the business use/mobile device stipend.
 - g) If the employee leaves University employment or is terminated for cause, the University will bear no cost of fees associated with plan changes or cancellation. If a University decision results in the need to end or change the wireless contract, the University may bear the cost of any fees associated with the change or cancellation.
 - h) Call detail records from the service provider must be provided by the employee when requested for a Public Records Request.
 - i) Any apps loaded on a personal phone are to be purchased by the employee and not reimbursed by the University.
4. The mobile device stipend must be evaluated on an annual basis. The supervisor, Dean, Director or Department Head should evaluate the continued need for the stipend each November to ensure that the stipend is appropriate. All support for the mobile device is to be provided by the cellular company chosen by the employee. The stipend is not an entitlement and can be changed or withdrawn at any time, without notice. The stipend is not part of base pay for calculating salary increases, equity adjustments and will not affect retirement benefits. If an employee changes jobs within the University, the stipend will be discontinued. A new stipend approval will be required.

B. Duty Phone/Duty MiFi

Departments may obtain a cellular phone and service plan and/or a MiFi for departmental use when the phone will not be specifically assigned to one individual. These phones must be restricted to University business only. The call records must be reviewed by a departmental supervisor each month. The Dean, Director, or Department Head is the approving authority for duty phones. Each department will be fully responsible for maintaining an account with their selected carrier(s). This includes, but is not limited to, ordering the device, replacing broken devices, verifying call detail on the invoice, approving and submitting the invoice for payment. An inventory of duty phones and MiFi's paid for by the department must also be maintained.

C. University-Provided Mobile Communication Device

1. Eligibility

The University may continue to provide a mobile device for certain employees where it would be impractical for the employee to receive a stipend or due to security needs, or other operational considerations. An employee's need for a University-provided mobile communication device or air card must be recommended by their supervisor and Dean, Director or Department Head and authorized by the Vice President for their area. The employee's eligibility must meet one of the following criteria:

- a) Protection of life and property – The job requires the performance of duties that could impact the employee's or the University's life and property. These duties may be impeded without immediate access (inbound and/or outbound) to the public telephone network, regardless of time of day or location.
 - i. Law Enforcement – Job duties require the performance of law enforcement activities that may expose the employee or the general public to harm or danger.
 - ii. Personal Safety – Daily job duties require the performance of activities that may expose the employee or others to harm or danger.
 - iii. Public Welfare – Daily job duties require the performance of duties that may directly impact the safety, health and welfare of the general public.
- b) Improved efficiency and effectiveness – Job duties require immediate access (inbound and/or outbound) to the public telephone network for recall, consultation, and/or decision making. Lack of instantaneous communications could have significant effect on the operational efficiency of the University or significant impact on the economic or political welfare of the State.
 - i. On Call – Duties require the employee to be immediately accessible after normal work hours, regardless of location.
 - ii. Mobile or In Transit – Duties require the employee to be mobile or in transit a large percentage of the business day, yet immediately accessible.
- c) Lack of suitable communication alternatives – No other suitable communication alternatives (one-way or interactive pagers, two-way radio, or standard telephone service) are available due to the location or environmental conditions of the workplace.

2. Departmental Responsibilities

Personal use of any University property, including mobile phones, pagers and equipment provided for internet access, is not allowed unless the administrator responsible for the property specifically permits such use. The administrator may allow occasional and incidental use if the personal use does not create additional costs for the University.

Departmental administrators are responsible for the following:

- a) Monitoring the use of the communication services. If an employee misuses the privilege, the Dean, Director, or Department Head may revoke their use immediately.
- b) Ensuring the department has available budget to fund anticipated charges for the term of the agreement (monthly charges as well as cost to purchase and activate the equipment).
- c) Conducting an evaluation each November to ensure that the monthly stipend is still needed and appropriate.
- d) Maintaining a departmental inventory of all mobile devices paid for by the department.



LOUISIANA STATE UNIVERSITY

MOBILE DEVICE STIPEND REQUEST

Select the option that applies: New Update Terminate

Account Number _____
Sponsored agreement cannot be charged

Effective Date _____

Name (Last, First MI) _____

LSU ID _____

Department _____

Office Phone _____

E-mail _____

Cell Phone _____

SUPERVISOR CERTIFICATION

I certify that I have read and understand FASOP: AS-24 "Mobile Device Policy" and that the above named employee is required to carry a mobile communication device to efficiently and effectively carry out their job duties. The employee meets two of the following conditions as provided below:

- a) The employee’s job duties require the performance of law enforcement activities, activities where their personal safety is at risk or that may directly impact the safety, health and welfare of the general public.
- b) The employee’s job duties require immediate access to the public telephone network for recall, consultation or decision making. Lack of instantaneous communications could have significant impact on the economic or political welfare of the University.
- c) The employee’s job duties require them to be mobile or in transit a large percentage of the business day yet immediately accessible.

Based on the criteria above, I request that this employee be provided a communication stipend of \$_____/mo for service.

SERVICE PLAN REQUIREMENTS

The following outlines the key requirements that the employee will observe in obtaining mobile communication services and conditions for availability that meet the needs of his/her job functions:

- Provide the phone number to the supervisor.
- Be available for calls during the times specified by the University based upon University requirements.
- Inform the University when eligibility criteria is no longer met, or when wireless service is interrupted or canceled.

APPROVALS	Signature	Printed Name	Date
Employee			
Supervisor			
Dean, Dir or Dept Head			

Send completed form to LSU Human Resource Management after retaining a copy in departmental files.



LOUISIANA STATE UNIVERSITY

MOBILE DEVICE EMPLOYEE AGREEMENT

Name (Last, First MI) _____ LSU ID _____

Department _____ Office Phone _____

E-mail _____ Cell Phone _____

I have read the terms of the LSU Finance & Administration Operating Procedure, FASOP: AS-24 "Mobile Device Stipend Request", and I understand the employee responsibilities as outlined. I understand that in accordance with this policy that I will receive a monthly stipend of _____ to be used to procure mobile communication service and devices that are needed in conjunction with the performance of my job duties.

I understand that LSU's contribution toward mobile communication service is taxable income that will be reported on my W-2 and is NOT part of my base salary and that any device purchased is my personal responsibility. I understand that the communications stipend must be used to maintain a device that is capable of voice, e-mail, and text messaging and that the cell number will be registered with LSU, as well as provided as directory information on the University's online directory.

I understand that I am responsible for the payment of any cost that exceeds the stipend and acknowledge that I have been informed that I must maintain mobile communication service and devices in order to receive this stipend.

APPROVALS	Signature	Printed Name	Date
Employee			
Supervisor			
Dean, Dir, or Dept Head			

Send completed form to LSU Human Resource Management after retaining a copy in departmental files.