



Audit Hot Spots

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Message from Internal Audit

INSIDE THIS ISSUE:

- Message from Internal Audit
- Ethics training & who should receive it
- Featured Policy—Special Meals Policy
- Featured Policy—Use of Sick Leave
- Bulk Mail Procedures
- Did you know? - Outside Employment Income

Happy New Year!

I want to remind you that mandatory Louisiana Governmental Ethics training requirements kicked in on January 1, 2012. If you have members of your staff that do not have access to email, please provide them with this very important information.

Do You Receive a Paycheck from MSU?

If you answered **YES** to the above question, then by law you are required to receive one hour of Louisiana Governmental Ethics training each year beginning January 1, 2012.

There will be training sessions coming up on the following dates/times:

Tuesday, February 7, 2012 at 11:00 a.m.
Tuesday, February 7, 2012 at 1:30 p.m.
Wednesday, March 7, 2012 at 11:00 a.m.
Wednesday, March 7, 2012 at 1:30 p.m.



Each session will be one hour and held in the Parra Ballroom in the Student Union Annex.

The Office of Internal Audit is the liaison to the Louisiana Ethics Administration. Internal Audit is tasked with ensuring that each employee of McNeese State University receives one hour of training during each year of public employment. Internal Audit will provide information and instruction relative to ethics and conflicts of interest concerning the Code of Governmental Ethics, but will not render ethics opinions which is the responsibility of the Louisiana Board of Ethics. Documents validating completion of training for each employee will be maintained by the Office of Internal Audit.

All personnel who are unable to attend the workshops will be required to contact the Office of Internal Audit for alternate training arrangements.

Who Should Receive Louisiana Governmental Ethics Training?

- Faculty? **YES**
- Administration and Staff of the University? **YES**
- Visiting Lecturers? **YES**
- Off Campus employees? **YES**
- Graduate Assistants? **YES**
- Student Workers? **YES**

**Questions? Contact Victoria Roach:
337-475-5590 or vroach@mcneese.edu**

Special Meals Policy

In August 2011, University Officials established a Policy for Special Meals and can be located at <http://www.mcneese.edu/policy/special-meals-policy>. Special Meals are extraordinary in nature and must be in the best interest of the State of Louisiana. Only meals meeting certain classifications and descriptions can qualify as a Special Meal. Those classifications and descriptions can be found in the policy.

This policy was designed to insure compliance with the State of Louisiana Travel Regulations, PPM 49 for the protection of the University and its employees.

Below are some highlighted components of the policy:

- 1) All special meals must have prior written approval from the President. To request a special meal you must use the Special Meals Request Form provided in the policy. Each request form must be completed to include the following information:
 - A. Name and title of the person requesting the Special Meal
 - B. Anticipated date of the Special Meal
 - C. Estimated cost of the Special Meal
 - D. Explanation as to why the Special Meal is in the best interest of the State of Louisiana
- 2) Special meals not approved in advance by the President will not be reimbursed by the University.
- 3) Petty cash funds may not be used as a source for reimbursement of special meals.
- 4) The Meal Reimbursement Form must be completed upon completion of the special meal to receive reimbursement for the meal. The form must include the following information:
 - A. Actual cost of the Special Meal
 - B. Actual number of participants who received the Special Meal.
- 5) Original invoices/receipts supporting the purchase must be attached to the Meal Reimbursement Form.
- 6) A roster of participants must be attached to the Meal Reimbursement Form.
- 7) A purchase requisition must be entered into the Banner system when the form is submitted to the Administrative Accounting Office.

Use of Sick Days

In accordance with Revised Statute 17:3312 Use of Sick Leave,: Sick leave may be used as follows: (1) Sick leave with pay may be taken by an employee who has sufficient leave to his/her credit for the following: (a) Illness or injury which prevents performance of his/her usual duties (b) Medical, dental, or optical consultation or treatment. The employee may use sick leave for maternity purposes when post-natal or prenatal condition of the employee prevents the performance of usual duties provided the employee has sufficient sick leave credit. The limit to the use of sick leave for postnatal condition is six weeks except if a physician certifies inability to return to work.

Sick leave may only be used to care for the employee and not family members.

Bulk Mail Procedures

In order to utilize the MSU bulk mail account, you must first obtain written permission from the University Post Office Manager, Rebecca Williams. For more information, please contact the University Post Office at 475-5495.

Ask the Auditor

What types of Outside Employment income must be included when completing the Conflict of Interest/Conflict of Commitment forms annually.

All forms of income should be disclosed whether it be a part-time employment, full-time employment or even a one-time payment. This disclosure allows the University to insure compliance with all ethics regulations as well as other appropriate regulations.

Some examples :

- Employment by a Summer Sporting Camp
- Testing Proctors
- Self-Employment (Owners of Sporting Camps/Clinics)
- Royalties from publishing agreements

The Louisiana Ethics website may be found at www.ethics.state.la.us.



Please send your questions to vroach@mcneese.edu. Be sure to include "Ask the Auditor" in the subject line!

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We're on the web:
www.mcneese.edu/depts/auditor

Did you know...

.....that the following policies are new or have been revised:

- Faculty Senate Guidelines for a Grievance Hearing before the Executive Committee – *August 2011*
- Grading System Policy – *August 2011*
- Leaves – *August 2011*
- McNeese Assessment Team – *August 2011*
- McNeese State University Foundation – *August 2011*
- Meals Purchased with Public Funds – *May 2011*
- Responsible Conduct of Research (RCR) Training Policy – *August 2011*
- Special Meals Policy – *August 2011*
- Summer School Policy for Department Heads – *July 2011*
- Supplemental Compensation for Faculty Policy – *August 2011*
- Travel Expense Policy – *August 2011*
- Travel Expenses – *August 2011*
- University Curriculum Committee – *July 2011*
- University Syllabus Template – *August 2011*



All of the above policies can be found on the MSU website at www.mcneese.edu/policy