Louisiana Housing Corporation

LOUISIANA HOUSING CORPORATION	POLICY NO. 43		
SUBJECT: Education Reimbursement			
Review Dates:	07/12; 04/17; 011/19		
Approval:	Kevin Brady	Date:	
Approval:	E. Keith Cunningham, Jr.	Date:	NOV 01, 2019

SUMMARY OF CHANGES		
Date	**Author**	**Change Description**
8/19	K. Brady	• Added an annual limit for Education Reimbursement to reflect the amount the IRS considers the maximum benefit without having to designate the educational assistance as taxable income

I. Purpose.

The Louisiana Housing Corporation (LHC) is supportive of employees furthering their knowledge and education. The LHC encourages employees to obtain available education or training that will enhance their ability to perform their job duties in their present position. In this regard, the LHC Education Reimbursement Policy provides procedures for requesting reimbursement for approved job related education expenses. Through the application of this policy, the LHC recognizes that employee productivity will increase and the quality of the service to the citizens of Louisiana will improve.

II. Eligibility.

To be eligible for education reimbursement, employees must meet all the criteria listed below.

1. Employee shall have permanent status by the course begin date.
2. Employee shall have been employed by LHC for a minimum of two (2) years by the course begin date.
3. Employee shall have received a minimum overall rating of "Successful" or better on their most recent annual performance appraisal, as of the course begin date.
4. Employee shall complete the course satisfactorily with a grade of 'C' or better or a score of 'passing' if the course is offered only on a Pass/Fail basis.

III. Job Applicability.

The training and education authorized by this policy must be job-related such that completion of the coursework will materially assist the employee in performing the essential functions of their position. While personally benefiting the employee, the training/education likewise must further the business operations of LHC.

The benefits of this policy shall not be extended to non-work related training or education. This policy does not apply to training workshops, conventions, seminars, CPTP courses, or attendance at meetings of professional organizations.

IV. Reimbursement of Tuition and Fees.

1. The Appointing Authority of the LHC will have complete authority and discretion to approve education reimbursement to eligible employees.

2. The LHC may reimburse employees for tuition and/or course-related fees incurred for authorized training and education.

3. Reimbursement will be considered only if the coursework is job-related.

4. Under no circumstances should an employee assume that education reimbursement will be approved.

5. Reimbursement shall not be made until the employee presents proof that the course was completed satisfactorily with a grade of 'C' or better or a score of 'passing' if the class is only offered on a Pass/Fail basis.

6. Approval of request for reimbursement will be determined by budget availability.

7. The maximum benefit an employee can receive for education reimbursement in a calendar year is $5,250. The education assistance is non-taxable and will not be included as taxable income annually on an employee's W-2.

8. Department heads should include funding for Education Reimbursement when submitting their annual Employee Development budget request. Funds are less likely to be available if they are not budgeted.

V. Procedure

1. An eligible employee seeking education reimbursement in accordance with this policy shall submit both an Education Reimbursement Request and an Education Reimbursement Agreement to his/her department head.

Education Reimbursement Request:

a. Education Reimbursement Requests should before the course begins.

b. The employee provides the information listed below.
    1. Educational institution providing the course(s);
    2. Course number(s);
    3. Course title(s);
    4. The number of semester or credit hours;
    5. The course begin and end dates;

6. An itemized total of the amount requested for reimbursement; and
7. Justification of how the course work is directly related to the employee's current job, and how it will enhance the employee's performance in their position.

Education Reimbursement Agreement:

a. To receive the education reimbursement, the employee shall sign the Education Reimbursement Agreement.

b. The agreement states that the employee agrees to continue employment with LHC for two consecutive (2) years immediately following the date of reimbursement.

c. If the employee voluntarily separates employment with LHC before the end of the two-year period, then the employee must pay back the portion of the education reimbursement corresponding with the time period he separates, which is indicated in the schedule below.

   i. Reimbursement date to 6 months = 100%
   ii. 6 months to 1 year = 75%
   iii. 1 year to 18 months = 50%
   iv. 18 months to 2 years = 25%

d. The employee submits the agreement to their supervisor with the Education Reimbursement Request.

2. The department head shall consider how the education is related to the employee's job and approve or not approve the reimbursement request.

3. If approved by the department head, both the request and the agreement shall be submitted to Human Resources to ensure eligibility.

4. If the employee is eligible, then Human Resources forwards the request and the agreement to the Appointing Authority for review and final decision. The Appointing Authority returns the request and agreement, approved or not approved, to Human Resources.

5. Human Resources informs the supervisor and employee if the Employee Reimbursement Request was approved or not approved.

6. Within fifteen (15) days of completing the course(s), the employee shall provide to Human Resources documentation of the grade(s) for the course(s) and the itemized fee bill for the course(s).

7. Human Resources updates the Education Reimbursement Request with the grade earned for the course and attaches documentation of the grade.

8. Human Resources verifies that all criteria for Education Reimbursement are satisfied and forwards the approved Education Reimbursement Request form to Accounting Services for payment.

9. Upon payment, Human Resources indicates the amount of education reimbursement received on the Education Reimbursement Agreement and the date of receipt. The employee and the Human Resources Director both sign the agreement.

VI. Questions.

Questions regarding this policy should be directed to Human Resources.

Louisiana Housing Corporation

EDUCATION REIMBURSEMENT REQUEST

Name: _____

Job Title: _____

Department: _____

Educational Institution: _____

Course #	Course Title	Credit Hours	Begin Date	End Date	Tuition Cost	Grade

Please indicate how the course(s) are job-related:

_____ _____
Employee's Signature Date

_____ _____
Supervisor's Signature Date

Human Resources Use Only

☐ Permanent Status

☐ LHC employee for 2 years

☐ Successful PPR rating

☐ Course is job-related and will enhance the employee's regular duties

_____ _____
Human Resources Director's Signature Date

_____ _____
Appointing Authority's Signature Date

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EDUCATION REIMBURSEMENT AGREEMENT

Name: _____

Job Title: _____

Department: _____

I have read and understand the Louisiana Housing Corporation's Education Reimbursement policy. In consideration of the education reimbursement granted by the LHC, I agree to the statements below.

1. I shall continue to successfully perform my assigned duties for LHC for a period of two consecutive years immediately following the date I received education reimbursement.

2. I shall personally pay back a percentage of the education reimbursement I received from LHC in the event I voluntarily leave the employ of the LHC within two consecutive years immediately following my receipt of the education reimbursement. The percentage paid back corresponds to the time period in which I voluntary separate as listed below.
    a. Date of education reimbursement to 6 months = 100%
    b. Greater than 6 months to 1 year = 75%
    c. Greater than 1 year to 18 months = 50%
    d. Greater than 18 months to 2 years = 25%

3. The pay back obligation shall become due and payable upon receipt of a request from the LHC. The employee may pay: by personal check or cash; via payroll deduction authorized by me; or in whole or part from my terminal annual leave payment, hereby granting consent to the LHC to withhold annual and/or compensatory leave payments to satisfy the pay back obligation.

4. In the event civil litigation is necessary or ensues because of the pay back obligation, I shall be responsible for payment of all costs and reasonable attorney fees incurred by the LHC.

_____ _____
Employee's Signature Date

_____ _____
Appointing Authority's Signature Date

Human Resources to complete upon receipt of grade and fee documentation:

_____ _____
Reimbursement amount Reimbursement date

_____ _____
Employee's Signature Date

_____ _____
Human Resources Director's Signature Date