
Louisiana Housing Finance Agency



Human Resources

Tim Gilmore, Director

September 5, 2007

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MEMORANDUM

To: Dr. Adell Brown, Chairman
Commissioner Carolyn Burris
Commissioner Allison Jones
Commissioner Philip Miller
Commissioner Lisa Woodruff-White
Commissioner Greg Gachassin

From: Tim Gilmore, Director of Human Resources

Date: September 5, 2007

Re: Human Resources Committee

Please be advised there will be a Human Resources Committee meeting prior to the Full Board meeting on Wednesday, September 12, 2007, 9:00 a.m., Louisiana Housing Finance Agency, 2415 Quail Drive, Baton Rouge, LA, in Committee Room 1.

If you have any questions or concerns, please contact us.

September 5, 2007

HUMAN RESOURCE COMMITTEE MEETING

A regular meeting of the Human Resource Committee will be held on Wednesday, September 12, 2007 at 9:00 AM, at Louisiana Housing Finance Agency, in Committee Room 1, located at 2415 Quail Drive, Baton Rouge, LA by order of the Chairperson.

Preliminary Agenda

1. Call to order, roll call, and introduction of guests
2. Approval of August 22, 2007 Meeting Minutes
3. Education Policy
4. Other Business
5. Adjournment

Milton J. Bailey, President

If you require special services, please call Lourie Brown at (225) 763-8700 by Monday, September 10, 2007.

**Louisiana Housing Finance Agency
Human Resources Committee Minutes
Wednesday, August 22, 2007
2415 Quail Drive
Committee Room 2
Baton Rouge, LA 70808
10:45 A.M.**

Commissioners Present

Adell Brown – Chairman
Greg Gachassin
Wayne Woods
Allison Jones

Commissioners Absent

Carolyn Burris
Philip Miller
Lisa Woodruff-White

Staff Present

Tim Gilmore
Amy York
Mark Falcon

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Chairman Brown called the meeting to order at 10:45 AM, and asked that the roll be called.

The approval of the July 18, 2007 Human Resource Committee Meeting Minutes was motioned by Commissioner Jones and 2nd by Commissioner Gachassin.

At 10:47 AM, Commissioner Gachassin proposed a motioned to go into Executive Session; it was seconded by Commissioner Jones. 11:21 AM, the Executive Session ended.

Chairman Brown called to order the regular session of the Human Resources Committee Meeting, and asked that the roll be called.

Commissioner Gachassin made a motioned, recommending to Full Board renewing and extending LHFA's President, Milton Bailey's contract for a term of 3 years; it was second by Commissioner Jones.

Other Business

Since there were no other matters to be discussed, at 11:23 am Chairman Brown adjourned the meeting.

**LOUISIANA HOUSING FINANCE AGENCY
PERSONNEL POLICY NO.**

EFFECTIVE DATE:

SUBJECT: EDUCATIONAL LEAVE - TUITION REIMBURSEMENT

I. PHILOSOPHY

Employees are our most valuable resource. As such, the Louisiana Housing Finance Agency (LHFA) fully supports and encourages our employees' efforts to enhance their training and educational qualifications. Supervisory personnel are encouraged to exercise flexibility in fixing work schedules to permit employees to take advantage of available training and educational opportunities. Furthermore, the LHFA will reward our employees' efforts to enhance their training and educational qualifications through the approval of educational leave, tuition reimbursement and compensation authorized by the Civil Service Rules.

II. PURPOSE

The LHFA hereby establishes a formal policy and applicable procedure for authorizing leave usage for training and educational purposes, along with reimbursement for related expenses, and compensation to reward our employees for their efforts to enhance their training and educational qualifications. Through the use of this policy, the LHFA recognizes that employee productivity will increase and the quality of service to the public will be improved.

III. APPLICABILITY

This policy applies to all employees serving with permanent status who have been employed by the LHFA for a minimum of two years and who have maintained a minimum overall score of "3" on their annual performance appraisals. Employees who have previously been granted educational leave must have earned a grade of "C" or equivalent in the course to be eligible for additional educational leave. When the number of employees requesting educational leave exceeds the number of employees who can be permitted to be off without impairing the efficiency of LHFA's operations, the President will utilize competitive selection criteria to determine the employee(s) whose request for educational leave will be granted. Such criteria will include seniority, performance, job-relatedness of the training/education and other such pertinent information.

IV. REQUIREMENTS

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 customary job duties. While personally benefitting the employee, this training/education likewise must further the business operations of the LHFA.

The benefits of this policy will not be extended to non-work related training or education. This policy also does not apply to workshops, conventions, seminars, CPTP courses or attendance at meetings and professional organizations which generally occur during regular duty hours.

V. EDUCATIONAL LEAVE

The President of the LHFA will have full and complete authority and discretion to grant educational leave to any qualifying employee in accordance with the following:

- a) Leave without pay for educational purposes for the period equivalent to an employee's actual attendance for the training/education;
- b) Leave with pay for a maximum of 30 days (240 hours) in one calendar year; or
- c) Leave with pay for 90 days (720 hours) in one calendar year if the LHFA requires the employee to undergo special training.

VI. REIMBURSEMENT OF FEES

In addition to educational leave, the LHFA may reimburse employees for fees incurred for authorized training and education. Such reimbursement will occur only if the coursework is job-related and adequate funds are available. Only the actual tuition fee and related book expenses will be reimbursed. Reimbursement can apply to courses taken after business hours as well as courses taken while on educational leave.

VII. PROCEDURE

- A. A qualifying employee desiring to take educational leave or seeking fee reimbursement must submit a request for approval to the President. Such request must be in writing and be made prior to commencement of the training/education. The President will carefully consider the job-relatedness of the request, along with the impact of the employee's absence from duty on the LHFA's operations. Under no circumstance should an employee assume that educational leave will be granted. The request for educational leave shall include the following:
 - i) Identifying course information;
 - ii) The educational institution providing the course;
 - iii) The course dates and times;
 - iv) An explanation of the benefit to the employee **and** LHFA resulting from completion of the course; and
 - v) The total cost for the course (tuition and book fees).

- B. Any reimbursement (tuition and book fees) must have been approved by the President prior to commencement of the course. Upon completion of the course, the employee will submit proof of payment of the tuition and book fees, along with a copy of the final grade achieved. To be eligible for reimbursement, a passing grade of "C" or equivalent must be achieved.

VIII. REWARDS AND RECOGNITION

The salaries and benefits afforded to our employees are regulated by the Department of State Civil Service and subject to limitations imposed by the Louisiana Constitution. Subject to the approval of the State Civil Service Commission, the LHFA intends to reward our employees who undergo and complete authorized job-related training and education. The LHFA's intention is to provide a monetary award to employees upon completion of a curriculum or degree. Employees interested in furthering their training or education are encouraged to discuss the possibility of compensation with the Executive Director.

IX. EMPLOYEE COVENANT

Employees who receive the benefit of educational leave and/or fee reimbursement for job-related training and education acknowledge the personal benefit afforded by this policy. As consideration for such benefit, employees who utilize educational leave or receive fee reimbursement acknowledge an obligation to remain employed by the LHFA for a period of two years following completion of each course. In the event the employee separates from the LHFA for any reason other than that initiated solely by the LHFA, the employee acknowledges his/her obligation to repay the LHFA for sums expended in providing educational leave and/or fee reimbursement. As such, any employee receiving the benefits of this policy is required to sign the Employee Covenant attached hereto.

STATE OF LOUISIANA
LOUISIANA HOUSING FINANCE AGENCY

EMPLOYEE COVENANT

Employee

Date Employed

Job Title

WHEREAS, **EMPLOYEE** does hereby acknowledge a desire to further his/her training/education and the LHFA acknowledges that such training/education will materially assist the employee in performing assigned job duties;

WHEREAS, The LHFA has determined that **EMPLOYEE'S** completion of Course Title will benefit the LHFA's service to the public;

WHEREAS, The LHFA has approved **EMPLOYEE'S** request to attend this training/education;

WHEREAS, The LHFA will expend substantial sums in providing this education/training to **EMPLOYEE**;

WHEREAS, The LHFA does hereby agree to:

- i) _____ Grant **EMPLOYEE** leave without pay to complete this coursework;
- ii) _____ Grant **EMPLOYEE** educational leave with pay to complete this coursework;
- iii) _____ Grant reimbursement to **EMPLOYEE** for the tuition and related fees incurred for this coursework upon receipt of satisfactory proof of payment and a passing grade of "C" or equivalent;

THEREFORE, In consideration of the education leave and/or fee reimbursement granted by the LHFA, **EMPLOYEE** does hereby agree and covenant:

- a) To serve the LHFA and satisfactorily perform assigned duties for a period of two calendar years from the date of completion of this coursework;
- b) To personally reimburse the actual expenses incurred by the LHFA for this coursework in the event **EMPLOYEE** leaves the employ of the LHFA within two calendar years from the date of completion of this coursework for any reason other than termination initiated by the appointing authority. Such reimbursement includes the tuition and book fees for such coursework;

- c) This reimbursement obligation shall become due and payable upon receipt by **EMPLOYEE** of an itemized statement from the LHFA and will be paid:
- 1) Directly by **EMPLOYEE** via certified funds within ten days of receipt; **OR**
 - 2) Via payroll deduction authorized by **EMPLOYEE**; **OR**
 - 3) In whole or in part from **EMPLOYEE'S** terminal leave entitlement, with employee hereby granting consent to the LHFA to withhold annual and/or compensatory leave payments to satisfy such reimbursement obligation;
 - 4) In the event civil litigation is necessary or ensues because of the reimbursement obligation set forth herein, **EMPLOYEE** shall be responsible for payment of all costs and reasonable attorney fees incurred by the LHFA.

EMPLOYEE

PRESIDENT

DATE

DATE