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DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 03-088

October 6, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Employee Tuition Reimbursements

In accordance with the department's Educational Leave Policy, employees may be granted educational leave with pay or tuition reimbursement when taking a class that is appropriate or required in the fulfillment of the employee's job duties. Before reimbursement can be awarded, the employee must also provide proof of a final grade of "C" or better when the course is completed.

Tuition fees vary, and the question has been asked whether there should be a limit placed on the amount of reimbursement. Agencies are advised to consider all the circumstances of each request. If the requested tuition is substantially higher than the same course being offered elsewhere, it may be appropriate to suggest taking the course at a different university. If the course is only available at the institution with the higher tuition, or other valid circumstances exist, it is also appropriate to establish an average reimbursement amount using the fee schedules of other universities in the area for comparison (downloaded from the university web sites).

Tuition reimbursement is a judgment decision that must be made with consistency and consideration of the agency's budget. Please call the Human Resources Office at (225) 342-0880 if you have any questions.

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