



The State of New Hampshire  
**Department of Environmental Services**

1A *Sam*



**Robert R. Scott, Commissioner**

January 8, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

It is respectfully requested that the Department of Environmental Services be authorized to enter into an educational tuition agreement and to pay costs in the amount of \$4,203.00 as follows:

Vendor Code: 228808-B001

Institution: National Paralegal College  
717 E Maryland Ave.  
Phoenix, AZ 85014

Course Title: **Certificate in Paralegal Studies**

Course Dates: March 11, 2019 to February 28, 2020

Employee Name: Jenna Wilson, Paralegal II

Employee Start Date: October 30, 2009

Distribution Code: 03-44-44-440010-1002-066-500544 \$2,100.00  
03-44-44-440010-1013-066-500544 \$2,103.00

Total Cost of Course: \$4,203.00

State Share: \$4,203.00

Source of Funds: 23% Other Funds, 77% General Funds

### JUSTIFICATION

Jenna Wilson is a Paralegal II in the Commissioner's Office at the Department of Environmental Services. Ms. Wilson is seeking to obtain a Certificate in Paralegal Studies from National Paralegal College through an online program. National Paralegal College is accredited by the Distance Education Accrediting Commission, which is listed by the United States Department of Education as a nationally-recognized accrediting agency. The College offers a 45% discount when the full tuition and fees are paid at the time of enrollment, thereby reducing the cost of the program by \$3,792.00 (a 47% reduction in tuition costs).

This program will provide Ms. Wilson with in-depth practice and knowledge of legal research, analysis, and writing, as well as foundational legal concepts. Ms. Wilson will complete four "core" paralegal courses to include: Legal Research, Writing & Civil Litigation; Professional Responsibility & Legal Ethics; Torts & Personal Injury; and Contracts. She will also complete four elective courses that have been carefully selected so as to directly relate to the work she performs at DES. The elective courses are Administrative Law, Environmental Law, Advanced Legal Writing & Analysis, and Law of Debtors & Creditors.

Ms. Wilson has been employed by the State of New Hampshire for 9 years. In her job at DES she provides paralegal support to the Legal Unit and the Public Information and Permitting Unit in coordinating requests for records under RSA 91-A, and she provides administrative, research, drafting, and legislative tracking support to the Commissioner's Office. Successful completion of the program will further strengthen Ms. Wilson's value in her current position. Her enhanced knowledge will greatly benefit DES as it strives to cultivate a more robust workforce in order to successfully perform its mission to the residents of New Hampshire.

The employee is required to sign a contract, which obligates her to work for the State for 6 months after satisfactory completion of the program. The agreement also requires her to obtain a passing grade. If she does not comply with the terms of the contract, she will be liable for returning the amount paid. The program is directly related to her responsibilities as a Paralegal II in the DES Commissioner's Office.

This tuition assistance has been a very successful program of DES and has resulted in many benefits to the State. The cost is minimal when compared to the cost of salary and benefits. The courses being taken directly relate to the individual and her job accountabilities, and we encourage our staff to further develop their skills so they can keep up with the latest developments in their work. We have encouraged Ms. Wilson to take these courses as part of our professional development plan.

We respectfully request your approval.

  
\_\_\_\_\_  
Robert R. Scott, Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 27<sup>th</sup> day of December 20 18 by and through  
the Department of Environmental Services (hereinafter referred to as the "State) and  
Jenna Wilson  
hereinafter referred to as the "Recipient").

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$4,203.00, which monies shall be used for the purpose of enrolling the Recipient in:

**Certificate in Paralegal Studies**

which course(s) is being offered by National Paralegal College and which course(s)  
shall commence on March 11, 20 19 and terminate on February 28, 20 20

2. The Recipient shall complete and achieve a passing grade in the course named in paragraph 1.
3. Should the Recipient fail to complete and achieve a passing grade in each course named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the course named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of 6 months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.

- 8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

THE STATE OF NEW HAMPSHIRE

*Jenna Wilson*

*Robert R. Scott*

Jenna Wilson

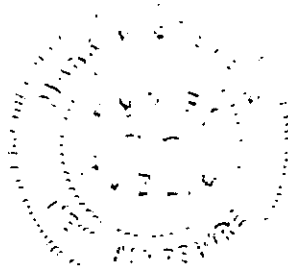
Robert. R. Scott, Commissioner

STATE OF NEW HAMPSHIRE

COUNTY OF MERRIMACK

On this the 8<sup>th</sup> day of January, 2019, before me, MARK C. STEVENS the undersigned officer, personally appeared, Jenna Wilson Known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.



*Mark C Stevens*

Notary Public/Justice of the Peace