



Nearly \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu  
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COMMISSIONER J. Christopher Williams  
EXECUTIVE DIRECTOR Charles R. McIntyre

September 13, 2018

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

**REQUESTED ACTION**

The New Hampshire Lottery Commission requests to place an item on the Consent Calendar.

The New Hampshire Lottery Commission requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$864 as follows:

<b>INSTITUTION:</b>	Online Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
<b>COURSES:</b>	Human Relations in Administration
<b>COURSE DATES:</b>	October 29, 2018 – December 23, 2018
<b>EMPLOYEE:</b>	Patrick Graham Lottery Sales Representative
<b>ACCOUNT:</b>	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 2019: 06-083-083-830013-20280000 Training 066-500544
<b>TOTAL COURSE COST:</b>	\$864.00
<b>STATE SHARE:</b>	\$864.00
<b>SOURCE OF FUNDS:</b>	Lottery fund



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New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

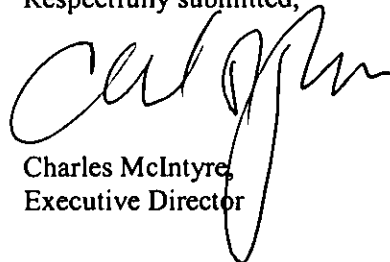
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and the Honorable Council

**EXPLANATION**

We request permission for Patrick Graham, Lottery Sales Representative for the Seacoast region, to attend the course Human Relations in Administration offered online through Southern New Hampshire University. Mr. Graham has been with the Lottery since the fall of 2016, and has steadily developed relationships within his territory. He has proven to be a valuable and valued member of the Lottery sales team by increasing sales and widening his retailer base. As a representative of the Lottery, Mr. Graham must effectively communicate with a wide array of retailers, vendors, and customers. This course will concentrate on communication, as well as problem solving and group dynamics; skills that will enhance his effectiveness in leadership and motivation, which also have the potential to positively impact our diverse sales team.

Mr. Graham's participation in Human Relations in Administration will directly support his role as a representative of the Lottery, both in a personal capacity and as a member of the sales department. We are confident that the techniques taught will improve his productivity and interpersonal skills, inspire his peers, and ultimately strengthen the relationships he cultivates with Lottery retailers and customers.

Respectfully submitted,



Charles McIntyre,  
Executive Director

CRM:cn  
Enclosures



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## **EDUCATION TUITION ASSISTANCE**

### **Purpose**

It is the policy of New Hampshire Lottery to encourage personnel to improve their work knowledge and skills by attending local colleges. The New Hampshire Lottery recognizes that participation in continuing education programs is a valuable component of competency and career development, and accordingly may grant tuition assistance. Tuition Assistance is not an automatic employee benefit and no college courses funded by the agency may be pursued during working hours.

### **Eligibility**

- The applicant shall be a full-time, permanent employee who has successfully completed the initial (12-month) probationary period.
- The course content shall be directly related to the applicant's current job responsibilities. Courses that are part of the degree program but are not directly related to the applicant's current job responsibilities may not meet the eligibility criteria.
- The applicant shall not have been involved in any formal disciplinary proceedings within the past 6-month period, or have disciplinary proceedings pending. Supervisors must use discretion in the approval/denial process.

### **Procedure for College Courses**

- Complete a "Request for Tuition Assistance" form (a separate form is available for the College of America) and have it approved by your Supervisor. The form must be submitted at least eight weeks prior to the beginning of the course to the Deputy or Executive Director.
- Upon Approval by the employee's Supervisor and a Director, the "Education Tuition Agreement" form will be initiated and a notarized signature will be requested from the employee before being submitted to G&C. G&C approval must be obtained in order for the tuition request to be granted.
- The agreement includes a statement indicating that tuition paid by the State agency will be considered a loan to the employee which will be forgiven only if the employee receives a grade of a B or better and continues their employment for six months beyond the end of the course. This is cumulative; for example if an employee enrolls in two courses at one time, they must receive a passing grade and be employed for 12 months beyond the completion of the courses before this loan will be forgiven.
- Payment will be made directly to the educational institution.
- After the course is completed, a copy of the grade transcript must be forwarded to the agency's Human Resources representative. It is a requirement of the contract that a passing grade of a B or better be achieved. If an employee does not complete the course, then he/she must repay the loan specified in the agreement. No new tuition agreement requests will be approved until this requirement is met.



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## **EDUCATION TUITION ASSISTANCE**

### **Procedure for College of America**

- Complete a "Request for Tuition Assistance" form and have it approved by your Supervisor. The form must be submitted at least eight weeks prior to the beginning of the six-month term to the Deputy or Executive Director.
- Upon Approval by the employee's Supervisor and a Director, the "Education Tuition Agreement – College for America" form will be initiated and a notarized signature will be requested from the employee before being submitted to G&C. G&C approval must be obtained in order for the tuition request to be granted.
- The agreement includes a statement indicating that tuition paid by the State agency will be considered a loan to the employee which will be forgiven only if the employee completes 24 competencies and continues their employment for 12 months beyond the end of the course.
- Payment will be made directly to the educational institution.
- After the term is completed, a copy of the completed competencies must be forwarded to the agency's Human Resources representative. It is a requirement of the contract that the competencies be completed. If an employee does not complete the term, then he/she must repay the loan specified in the agreement. No new tuition agreement requests will be approved until this requirement is met.

### **Financial Assistance**

- Tuition Assistance for courses is approved on a case-by-case basis and will be based on the availability of funds at the State agency.
- Once approved, New Hampshire Lottery will pay up to 100 percent of the cost of tuition only; registration, books and other costs are the responsibility of the employee.



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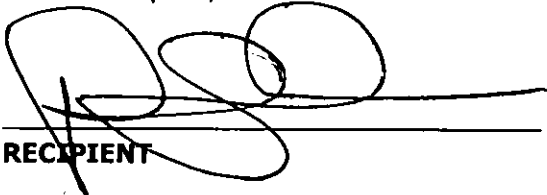
## EDUCATION TUITION AGREEMENT


Agreement dated this 13th day of September, 2018 by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Patrick Graham 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 \$864.00, which monies shall be used for the purpose of enrolling the Recipient in: Human Relations in Administration, which course (s) is being offered by Southern New Hampshire University and which course (s) shall commence on October 29, 2018 and terminate on December 23, 2018.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the recipient fail to complete or achieve a grade of B or better in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is 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 courses named in paragraph 1, the Recipient shall continue to be an employee 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 12 months.
5. Should the recipient breach any of the conditions set forth in the paragraphs above, 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.
6. 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.
7. 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 representative of the State, in his/her official capacity only, and without personal liability, and the Recipient, has hereunto set their hands on the date first above written.

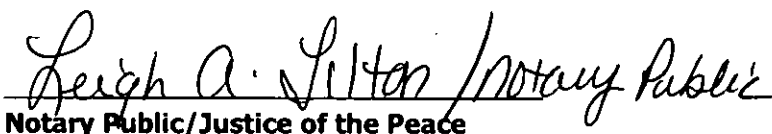
  
\_\_\_\_\_  
RECIPIENT

  
\_\_\_\_\_  
FOR THE STATE OF NEW HAMPSHIRE

**STATE OF NEW HAMPSHIRE COUNTY OF MERRIMACK**

On this the 13<sup>th</sup> day of September 2018, before me, Patrick Graham the undersigned officer, personally appeared, 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.

  
\_\_\_\_\_  
Notary Public/Justice of the Peace

LEIGH A. TILTON, Notary Public



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## REQUEST FOR TUITION ASSISTANCE

### Employee

Name: Patrick Graham

Title: Sales Rep

### Educational Institution

Name: Southern New Hampshire University

Address: 2500 North River Road, Manchester NH, 03106

### Course Information

Title: DL-125 Human Relations in Admin - Online

Dates From: 10/29/18 To: 12/23/18

Cost: \$960 - \$864 ?

### Description:

The human relations skills that are needed to develop interaction skills that contribute directly to effective human resource management and development at higher productivity are studied. Students learn techniques for becoming more effective employees. Skills learned: leadership, motivation, communications, group dynamics.

### Justification and job relevance:

This course would benefit my job greatly. It would guide and teach me about ethical rights and communication with co-workers. I know this course will allow me to become a more knowledgeable and ethical Sales Rep. This course will also create a stronger relationship with my retailers.

I have read the Education Tuition Assistance Document (Current as of 12/1/14) and agree to the terms.

Employee Signature: [Signature]

Date: 8/30/18

### Approvals

Supervisor: [Signature]

Deputy/Executive Director: [Signature]

Governor & Council: [Signature]