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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER
BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
Commissioner

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Director

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Date 11/20/2017

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

REQUESTED ACTION

For consideration on the Consent Calendar, authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$500.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title(s):	Psy 570 Ethical Practice in Psychology
Course Date(s):	Begin: 02/12/2018 End: 04/22/2018
Employee:	Barbara Bishop
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1881.00
State Share:	\$500.00
Source of Funds:	Employee Training, 100% General

EXPLANATION

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous.

The employee has been employed with the State of New Hampshire, Department of Health and Human Services, Division for Children, Youth and Families, in the position of Child Protective Service Worker III at the Claremont District Office since September 2015. Her duties include investigating and assessing reports of alleged abuse/neglect of children and provide for the welfare of families and the protection of children.

The course, Ethical Practice in Psychology, provides a comprehensive overview of the principles of ethical practice within the field of psychology. Topics include experimentation, confidentiality, respect, resolving ethical dilemmas, professional standards of conduct, and the psychology of ethical behavior. The course work includes the study of criminal behavior and provides information regarding assessing individuals, which is integral part of her current position. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Approved by: Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 20th day of November 2017 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Barbara Bishop (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 \$500.00, which monies shall be used for the purpose of enrolling the Recipient in: Psy 570 Ethical Practice in Psychology which course(s) is being offered by Southern New Hampshire University and which course(s) shall commence on February 12, 2018 and terminate on April 22, 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 passing grade 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 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 six (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

(signature) Barbara Bishop
(printed name) Barbara Bishop

THE STATE OF NEW HAMPSHIRE

(signature) David N. Foley, Esq. Lon Weaver
David Foley, Esq. Associate Commissioner

State of New Hampshire, County of Sullivan;

On this the 20th day of Nov., 2017, before me, David Foley, the undersigned officer, personally appeared, Barbara Bishop (recipient) 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.

David N. Foley
Notary Public/Justice of the Peace
DAVID N. FOLEY
JUSTICE OF THE PEACE
STATE OF NEW HAMPSHIRE
My commission expires Nov. 8, 2018