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Nearly \$2 Billion and Counting for our Schools

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COMMISSIONER David L. Gelinis  
EXECUTIVE DIRECTOR Charles R. McIntyre

December 26, 2017

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 \$1,950.00 in FY 2018 as follows:

<b>INSTITUTION:</b>	University of New Hampshire – Carsey School of Public Policy 88 Commercial Street Manchester, NH 03101
<b>COURSES:</b>	Organization and Management in Public and Non-profit Sectors
<b>COURSE DATES:</b>	January 22, 2018 – May 7, 2018
<b>EMPLOYEE:</b>	Edith Chiasson Sales Team Manager
<b>ACCOUNT:</b>	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 18: 06-083-083-830013-20280000 Training 066-500544
<b>TOTAL COURSES COST:</b>	\$1,950.00
<b>STATE SHARE:</b>	\$1,950.00
<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

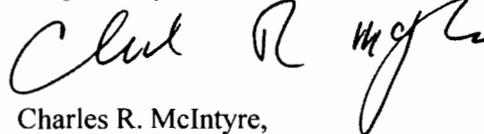
**EXPLANATION**

We request permission for Edith Chiasson, Sales Team Manager, to participate in the course Organization and management in Public and Non-profit Sectors to be held at University of New Hampshire's Carsey School of Public Policy.

In her position as Sales Team Manager, Edith has the dual roles of supervising staff and analyzing sales trends. She observes and evaluates employee sales performance; providing feedback, coaching, training, and issuing memos of counsel and disciplinary action as needed. She analyzes New Hampshire lottery sales trends, reviewing year-over-year sales totals and monitoring overall industry sales trends and best practices for sales effectiveness, adopting changes as applicable. She advances the professional development for sales staff by collaborating with the Lottery Commission's Retailer Relations Supervisor and the Director of Lottery Sales and Product Development to plan and create a combination of educational, informational, and team-building materials, meetings, and seminars.

Edith's participation in Organization and Management in Public and Non-profit Sectors will support her role as a supervisor by introducing theories and concepts in the field of organizational behavior, key to managing staff and coaching them to improve their performance. The expected results are increased product output and an enhanced customer service experience leading to improved Lottery sales throughout the State.

Respectfully submitted,



Charles R. McIntyre,  
Executive Director

CRM:cn  
Attachments



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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 26th day of December 2017 by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Edith Chiasson 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 1,950.00, which monies shall be used for the purpose of enrolling the Recipient in: **Organization and Management in Public and Non-profit Sectors**, which course(s) are offered by **University of New Hampshire - Carsey School** and which course(s) shall commence on January 22, 2018 and terminate on May 7, 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.

Edith Chiasson

RECIPIENT

Lynda E. Plante

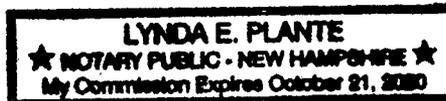
EXECUTIVE/DEPUTY DIRECTOR

STATE OF NEW HAMPSHIRE COUNTY OF Merrimack

On this the 27 day of December, 2017, before me, Lynda E. Plante 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.

Lynda E. Plante  
Notary Public/Justice of the Peace





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# REQUEST FOR TUITION ASSISTANCE

### Employee

Name: Edith Chiasson

Title: Sales Team Manager

### Educational Institution

Name: UNH – Carsey School of Public Policy

Address: Huddleston Hall, 73 Main St. Durham, NH 03824-3532

### Course Information

Title: POLT 909 – Organization and Management in Public and Non-profit Sectors

Dates From: 01/22/2018 To: 05/07/2018

Cost: \$1950

### Description:

Introduction to key actors, theories, and concepts in the fields of organizational theory and behavior.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Justification and job relevance:

This course will support my professional development as a sales unit supervisor. It is important for me to keep abreast of organization/management theories in order to continuously coach staff to improve employee performance, increase product output and enhance customer experience.  
\_\_\_\_\_  
\_\_\_\_\_

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

Employee Signature: Edith Chiasson Date: 12/8/17

<u>Approvals</u> Supervisor: <u>[Signature]</u> Deputy/Executive Director: <u>[Signature]</u> Governor & Council: _____
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