



Over \$2 Billion and Counting for our Schools

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 EXECUTIVE DIRECTOR Charles R. McIntyre

February 5, 2020

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 \$864.00 as follows:

<b>INSTITUTION:</b>	Online Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
<b>COURSES:</b>	Business Systems Analysis/Design
<b>COURSE DATES:</b>	March 2, 2020 – April 26, 2020
<b>EMPLOYEE:</b>	Patrick Graham Lottery Sales Representative
<b>ACCOUNT:</b>	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 2020: 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



Live Free or Die

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

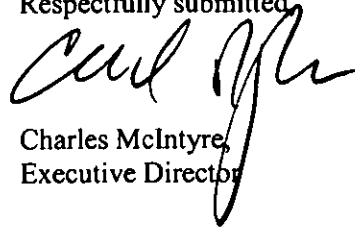
His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

**EXPLANATION**

We request permission for Lottery Sales Representative Patrick Graham to attend the Business Systems Analysis and Design course offered online, taken on his own time, through Southern New Hampshire University. The course focuses on the uses and implementation of various technology platforms found throughout business and service industries. In his role with Lottery, he must assist retailers with a range of computer-related topics, from instructing them how to access and run reports on their lottery terminals to troubleshooting minor hardware problems. Additionally, each new lottery game is meticulously tested and analyzed by a small software team prior to launch. Mr. Graham's successful completion of this course increases the pool of qualified personnel to test software, both distributing the workload and improving his understanding of the products.

Mr. Graham is in his third year with the agency, and is a standout on his team. His interpersonal and sales management skills are exceptional, and the investment in his education has shown a measurable return in his performance. This course's concentration on technology will supplement his sales abilities, and open more opportunity for growth within Lottery.

Respectfully submitted



Charles McIntyre,  
Executive Director



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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 16th day of January 2020 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: **BUSINESS SYSTEMS ANALYSIS/DESIGN**, which course (s) is being offered by Southern NH University and which course (s) shall commence on March 2, 2020 and terminate on April 26, 2020.
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

THE STATE OF NEW HAMPSHIRE

STATE OF NEW HAMPSHIRE COUNTY OF MERRIMACK

On this the 5 day of February 2020, 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.

CARMELA J. NOLIN  
 ★ NOTARY PUBLIC - NEW HAMPSHIRE ★  
 My Commission Expires October 17, 2023

Notary Public/Justice of the Peace



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# REQUEST FOR TUITION ASSISTANCE

### Employee

Name: Patrick Graham

Title: LSR

### Educational Institution

Name: Southern NH University

Address: 2500 N. River Road, Manchester, NH 03106

### Course Information

Title: Business Systems Analysis/Design

Dates From: 03/02/20 To: 04/26/20 Cost: \$864.00

Description: This course provides students with the necessary level of information technology education relative to understanding the uses and roles of information systems in business organizations. Students receive instruction on the information concepts and methodologies associated with the development of business information systems, and their effective application to the solution of business problems. Students learn the major issues of managing information technology in the contemporary business environment and the relationship between organizations' structures and information technology. Team approaches are utilized along with structured computer laboratories and cases using spreadsheet and database management tools. Writing intensive course.

Justification and job relevance: This course will increase my comprehension and understanding of various technology platforms. I will become more confident and aware of how to communicate and train retailers on new technology available to them. With iLottery, Sports Betting and other new ventures coming to NHLottery, this course will benefit me and retailers I interact with.

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1/16/20

### Approvals

Supervisor: \_\_\_\_\_

Deputy/Executive Director: \_\_\_\_\_

Governor & Council: \_\_\_\_\_

TO BE COMPLETED BY EMPLOYEE