



*"We're working to keep New Hampshire working"*

GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

ADMINISTRATIVE OFFICE 15 DAS

45 SOUTH FRUIT STREET  
CONCORD, NH 03301-4857



April 17, 2019

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

The New Hampshire Employment Security Department requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed one-thousand dollars (\$1,000).

INSTITUTION: College for America at Southern New Hampshire University  
25 North River Road  
Manchester, NH 03106

COURSE TITLE(S): Modules in Associate Degree – Business Concentration  
Verbal Communication  
Crafting Written Messages  
Human Behavior

COURSE DATES(S): May 6, 2019 to August 25, 2019 (Term)

EMPLOYEE: Jennifer Zdon

FUNDING SOURCE: 02-27-27-270010-80400000-066-500544  
Employee Training/ Educational Training (Tuition)

TOTAL TUITION COST: \$3,000 (annually)

STATE SHARE:: \$1,000- Agency Income

SOURCE OF FUNDS: New Hampshire Employment Security Training Line

**EXPLANATION**

These courses: Verbal Communication, Crafting Written Message and Human Behavior, will benefit Ms. Zdon and the Agency by allowing her develop approaches to the communication fundamentals both verbally and in writing. These classes will enhance her ability to understand and develop skills for interacting with culturally and socially diverse employees throughout the agency.

The Department of NH Employment Security encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous. College for America at Southern New Hampshire University has partnered with the State of New Hampshire to provide state employees with low-cost, competency-based associate and bachelor degree programs. Students are expected to complete 120 competencies – twenty-four (24) goals during this two (2) year program. Each goal is matched to a specific course offered by Southern NH University, creating a very comprehensive program. The competence-based goals allow working adults to complete college degrees through practical, skill based school work. The student will demonstrate master in competency areas through the course criteria set within each total. These goals will provide the employee with real life experience through situations geared toward their current business practices and job expectations.

This employee has worked for the Department for four (4) years and is currently a Payroll Officer II in the Human Resources Office. In her current role she generates and reviews customized payroll reports via the INFOR system for full-time, part-time, and per diem employees to ensure accuracy of employee's payroll checks prior to issuance. She also resolves payroll issues by evaluating problems, facilitating communication with managers and employees, and identifying options for resolution while maintaining compliance with the Collective Bargaining Agreement and Administrative Rules. The employee will be pursuing an Associate degree in general studies, with a Concentration in Business. Development of these business skills will build upon the employee's competency in interfacing with external stakeholders and interagency personnel. Successful completion of the program will add to the overall strength of the Department to perform it mission to the employers of New Hampshire.

The employee will be completing projects on her own personal time. A fully executed tuition agreement is attached.

Respectfully submitted



Richard J. Lavers  
Deputy Commissioner

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

Agreement dated this 8<sup>th</sup> day of April by and through the Department of Administrative Services (hereinafter referred to as the "State) and Jennifer Zdon (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

1. Contingent upon approval by Governor and Council, the State shall pay to the named institution the sum of \$1,000, which monies shall be used for the purpose of enrolling the Recipient in: Associates of Arts Program, Concentration in Business (course name) which course(s) is being offered by Southern NH University and which course(s) shall commence on May 6, 2019 and terminate on August 25, 2019
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) Jennifer A Zdon  
(printed name) Jennifer Zdon

THE STATE OF NEW HAMPSHIRE

(signature) Julie B. Wells  
(printed name, title) Julie B. Wells, Business Administrator IV

STATE OF NEW HAMPSHIRE, COUNTY OF MERRIMACK

On this the 8<sup>th</sup> day of APRIL, 2019, before me, KRISTIN E. PETERSON the undersigned officer, personally appeared, Jennifer Zdon (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.

Kristin E. Peterson  
Notary Public/Justice of the Peace  
My Commission Expires: June 20, 2023