



State of New Hampshire

Department of Labor

IA

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Ken Merrifield
Commissioner

Danielle N. Albert
Deputy Commissioner

October 7, 2025

Her Excellency, Governor Kelly A. Ayotte
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Labor to enter into an educational tuition agreement and to pay said costs in the amount of \$1,410.00 as follows:

Institution:	Southern New Hampshire University 2500 North River Road Manchester, NH 03106
Course Title:	OL-663 Leading Change
Course Date:	November 10, 2025 – January 25, 2026
Employee Name and Classification:	Jillian Turgeon Assistant Director, Workers' Compensation Division
Vendor Code:	177206 B011
Funding Source:	02-26-26-260010-6000-066-500544
Total Cost of Course:	\$1,410.00
State Share:	\$1,410.00
Source of Funds:	100% Other (Agency Income)

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EXPLANATION

This course, "Leading Change" will benefit the Department and the employee as it focuses on the principles leaders employ to effect change through Kotter's eight processes for leading transformation, organizational development theory and practice, and analysis of an organization which has successfully effected systematic change. The Department strives for efficient and continual process improvement requiring our management team to effectuate process transformation and lead staff through challenges to ensure seamless transitions.

Jillian Turgeon is currently the Assistant Director of the Workers' Compensation Division and has been with the Department for just over one year. Ms. Turgeon is responsible for administering and overseeing the Workers' Compensation Division's Second Injury Fund, Coverage Unit, and First Report of Injury Data Unit. Ms. Turgeon directs programmatic operations and the development of goals and objectives. Improving change leadership is desirable for both Ms. Turgeon as well as for the Department.

The Department of Labor encourages professional and personal growth that will be beneficial to both the employee and to the Department.

This course will not be taken on State time.

Attached is the fully executed Tuition Agreement for your review.

Respectfully submitted,



Ken Merrifield
Commissioner
Department of Labor



STATE OF NEW HAMPSHIRE
NEW HAMPSHIRE DEPARTMENT OF LABOR
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 8th day of October 2025 by and through
the Department of Labor (hereinafter referred to as the "State") and
Jillian Turgeon 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 \$1,410.00, which monies shall be used for the purpose of enrolling the Recipient in:

OL-663 Leading Change

which course(s) is being offered by Southern New Hampshire University and which course (s) shall commence on November 10 2025 and terminate on January 25 2025

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 3 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.

- 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

THE STATE OF NEW HAMPSHIRE



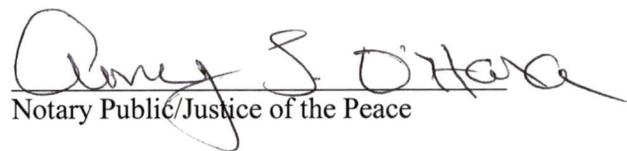


STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On this the 8th day of October, 2025, before me, Amy L. O'Hara 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.



Amy L. O'Hara
Notary Public/Justice of the Peace