

Readopt with amendments Lot 700, effective 5-23-12 (Document #10132), to read as follows:

CHAPTER Lot 700 RULES FOR EMPLOYEE RECOGNITION PROGRAM

PART Lot 701 DEFINITIONS

Lot 701.01 Definitions. The following definitions shall apply:

(a) “Commission” means the New Hampshire lottery commission established pursuant to RSA 284:21-a, or its designated staff acting on behalf of the commission.

(b) “Incentive” means an amount of monetary compensation over and above a sales reps salary, which is awarded based upon sales performance as set forth herein.

(c) “Sales goal” means an amount of sales established by the employee recognition review committee (ERRC) and approved by the lottery commission as set forth herein.

(d) “Sales rep” means an individual in the employ of the New Hampshire lottery commission working as a lottery sales representative as the position is defined by the state of New Hampshire department of administrative services, division of personnel, job code 589800.

(e) “Territory” means the designated geographical area(s) or a group of retailers which are assigned to a sales rep in order to achieve allocated sales objectives and targets.

PART Lot 702 EMPLOYEE RECOGNITION PROGRAM

Lot 702.01 Employee Recognition Program. In accordance with RSA 284:21-h, VII, the commission may develop and implement an employee recognition program for monetary incentives to promote increased sales and compensate lottery sales representatives based upon performance.

Lot 702.02 Employee Recognition Review Committee (ERRC).

(a) The ERRC shall establish sales goals in an effort to promote retail sales growth of instant tickets and retailer terminal games, and to increase overall revenue to the state.

(b) The duties of the ERRC shall include:

- (1) Meeting at least once per quarter to review and assess sales metrics and goals;
- (2) Revising sales metrics and goals as needed for the purpose of increasing retail sales; and
- (3) When applicable, submit proposed amendments to the sales metrics and goals to the commission for approval.

(c) Members of the ERRC shall be appointed by the executive director, and include:

- (1) A sales rep;
- (2) The sales team manager, or designee;
- (3) The commission’s chief financial officer, or their designee;
- (4) The commission’s chief product and program officer, or their designee;
- (5) The executive director of the lottery commission, or their designee; and

(6) A member of the commission.

Lot 702.03 Sales Goals.

(a) The sales goals established by the ERRC shall apply to all sales reps, regardless of their territory.

(b) The measuring dates shall be a comparison of the prior year's calendar quarter, with the same current period, and the difference in instant ticket and retailer terminal game sales as determined by the commission's sales goals. If that difference meets or exceeds either of the sales goals, the sales rep shall be entitled to the incentive.

(c) Established and approved sales goals shall remain in effect until such time as amended sales goals are approved by the commission in accordance with Lot 702.02(b)(3).

(d) No incentives shall be awarded without commission approval in accordance with Lot 702.02(b)(3).

(e) In accordance with RSA 284:21-h, VII, the commission shall:

(1) Fund the employee recognition program from its legislatively approved budget; and

(2) Report quarterly to the fiscal committee of the general court on the status of the incentive program.

PART Lot 703 TERMS AND CONDITIONS

Lot 703.01 Eligibility. In order to be considered eligible, the individual shall be employed as a sales rep for the entire quarter in review.

Lot 703.02 Terms and Conditions. Terms and conditions shall be determined as follows:

(a) Redistricting of a sales rep territory shall be made effective only at the beginning of the quarter;

(b) Either the applicable sales goal shall be met or no incentive shall be awarded;

(c) The incentive plan shall not be adjusted for chain business promotional activity, and ticket sales which were discounted shall be credited at the discounted amount;

(d) Sales reps who transfer to another district or position shall be evaluated on the assigned retailer base they have spent the majority of the quarter assigned to;

(e) Sales reps whose territory was not represented for 6 weeks or more shall not be eligible to receive the lottery sales incentive award for that quarter. For example, if a sales rep is out on medical leave or otherwise not able to perform their duties, that sales rep shall not be eligible for an incentive award;

(f) Sales reps who depart from an eligible lottery classification before the end of a quarter shall not be eligible for that quarter's incentive; and

(g) Sales reps who have received disciplinary action within the quarter, which results in a written warning or more severe disciplinary action, shall not be eligible to receive the incentive.

Appendix

Rule	Specific State Statute or Federal Statute or Regulation which the Rule Implements
Lot 700	RSA 284:21-h, VII