

3/14

44  
Wren  
KMA



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

William L. Wrenn  
Commissioner

P.O. BOX 1806  
CONCORD, NH 03302-1806

Bob Mullen  
Director

603-271-5610 FAX: 603-271-5639  
TDD Access: 1-800-735-2964

March 14, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to the provisions of Administrative Rule 316.13 (a) (5), authority is requested to pay overtime in the amount of \$913,400.00 for permanent personnel from Class 10 appropriations for positions that are vacant due to illness, extended leaves of absence, or pending recruitment at the New Hampshire Department of Corrections. The \$913,400.00 represents additional funds needed for pay periods 13 through 19 and the estimate of additional funds needed for pay periods 20 through 26 of state fiscal year 2013. 100% General Funds

**EXPLANATION**

The requested overtime expenditures from Class 10 Personnel Services accounts, represents payments made to permanent personnel for overtime hours worked to provide correctional supervision and security for inmates, and ensure public safety at the Department of Corrections facilities when there are critical vacancies due to sickness, extended leaves of absence, or pending recruitments. The Department of Corrections requests an overtime transfer for actual expenditures not to exceed \$913,400.00

This request is made in accordance with applicable law. Forms A-29 are attached to support this request.

Respectfully Submitted,

William L. Wrenn  
Commissioner

*AM*

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Shea Farm

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
1	\$ 6,200	\$ -

Number

Estimated Vacant Positions: 1

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	1	\$ 50,125
Total:		\$ 50,125

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

From:	To:	<u>Amount</u>
10-046-4645-51720000-010-500100	10-046-4645-51720000-018-500106	\$ 6,200

Certification:


Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.


  
Signature of Agency Head

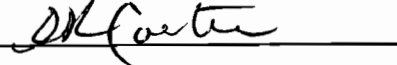
Expenditure Authorization

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor 

Director of Personnel 

Comptroller 

*AM*

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Secure Psychiatric Unit

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
9	\$ 57,700	\$ -

Number

Estimated Vacant Positions: 9

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Officer (LG 14)	6	\$ 265,928
Corrections Sergeant (LG 18)	1	\$ 55,129
Nurse Specialist (LG 25)	1	\$ 75,783
Sr. Psych.Social Worker (LG 26)	1	\$ 60,152
Total:		\$ 456,992

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4650-58330000-010-500100	10-046-4650-58330000-018-500106	\$ 10,000
10-046-4650-58330000-010-500100	10-046-4630-71200000-018-500106	\$ 47,700

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

  
Signature of Agency Head

Expenditure Authorization

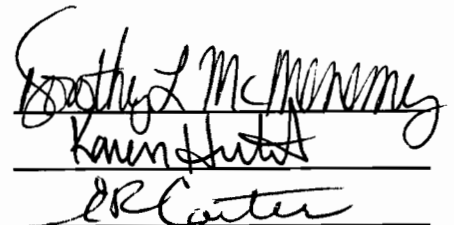
Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller



*RM*

Form A-29

### Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

PROSLED # \_\_\_\_\_ Date: 3-14-13 March 14, 2013

Division of Expenditure Request:  
Community Corrections

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
2	\$ 24,100	\$ -

Estimated Vacant Positions: Number  
2

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corr. Counselor/Case Mgr (LG 20)	2	\$ 96,641
Total:		\$ 96,641

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

From:	To:	Amount
10-046-4645-60430000-010-500100	10-046-4630-71200000-018-500106	\$ 24,100

**Certification:**

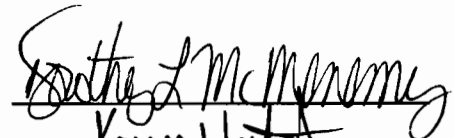
Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

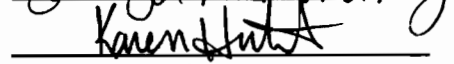
  
Signature of Agency Head

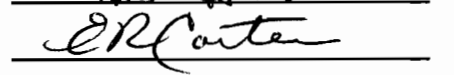
**Expenditure Authorization**

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor 

Director of Personnel 

Comptroller 

*[Handwritten initials]*

### Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
NHSP/M - Kitchen

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
3	\$ 27,300	\$ -

Number

Estimated Vacant Positions:

3

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Chef II (LG 14)	2	\$ 82,602
Supervisor IV (LG 25)	1	\$ 67,115
Total:		\$ 149,717

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

From:	To:	Amount
10-046-4630-71030000-010-500100	10-046-4630-71030000-018-500106	\$ 10,000
10-046-4630-71030000-010-500100	10-046-4630-71200000-018-500106	\$ 17,300

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

  
 \_\_\_\_\_  
 Signature of Agency Head

Expenditure Authorization

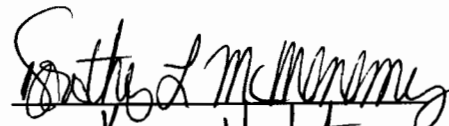
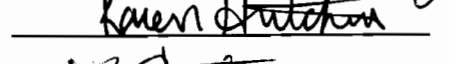

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
  
 \_\_\_\_\_

*Handwritten initials*

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Minimum Security Unit

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
3	\$ 19,750	\$ -

Number

Estimated Vacant Positions: 3

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	1	\$ 51,685
Corrections Officer (LG 14)	2	\$ 89,183

Reasons for Vacant Positions: Pending Recruitment Total: \$ 140,868

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4630-7106-010-500100	10-046-4645-71060000-018-500106	\$ 19,750

**Certification:**

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

*Handwritten signature*  
\_\_\_\_\_  
Signature of Agency Head

**Expenditure Authorization**

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor *Handwritten signature*

Director of Personnel *Handwritten signature*

Comptroller *Handwritten signature*

*RLM*

Form A-29

### Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
NHSPW - Prison for Women

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
4	\$ 31,850	\$ -

Number

Estimated Vacant Positions: 4

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	2	\$ 97,994
Corrections Officer (LG 14)	1	\$ 42,542
Supervisor I (LG 19)	1	\$ 51,714

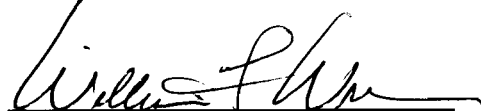
Reasons for Vacant Positions: Pending Recruitment Total: \$ 192,250

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4660-71110000-010-500100	10-046-4645-51720000-018-500106	\$ 1,600
10-046-4660-71110000-010-500100	10-046-4645-71060000-018-500106	\$ 250
10-046-4660-71110000-010-500100	10-046-4660-71110000-018-500106	\$ 30,000

**Certification:**

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

  
Signature of Agency Head

**Expenditure Authorization**

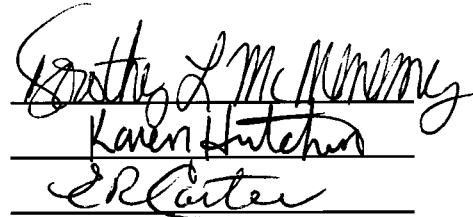
Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller



*PL*

### Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
NHSP/M - Security

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
30	\$ 244,150	\$ -

Estimated Vacant Positions: Number  
30

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	7	\$ 349,389
Corrections Lieutenant (LG 21)	1	\$ 63,529
Corrections Officer (LG 14)	21	\$ 929,876
Corrections Sergeant (LG 18)	1	\$ 53,028

Reasons for Vacant Positions: Pending Recruitment Total: \$ 1,395,822

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4630-71200000-010-500100	10-046-4630-71200000-018-500106	\$ 244,150

**Certification:**


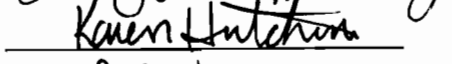
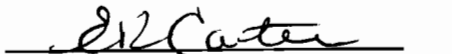
Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

  
Signature of Agency Head

**Expenditure Authorization**

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor   
 Director of Personnel   
 Comptroller 



274

Form A-29

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Mental Health

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
1	\$ 14,350	\$ -

Number

Estimated Vacant Positions: 1

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Psychological Associate I (LG 24)	1	\$ 54,989

Reasons for Vacant Positions: Pending Recruitment Total: \$ 54,989

Request Permission to transfer appropriations as follows:

From:	To:	<u>Amount</u>
10-046-4650-82310000-010-500100	10-046-4645-78740000-018-500106	\$ 14,350

Certification:

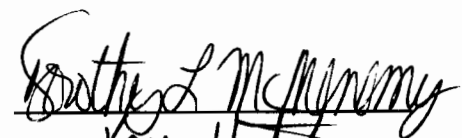
Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

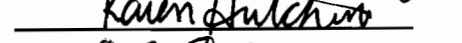
  
Signature of Agency Head


Expenditure Authorization

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor 

Director of Personnel 

Comptroller 

*RM*

Form A-29

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Programs

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
5	\$ 48,650	\$ -

Number

Estimated Vacant Positions: 5

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corr. Counselor/Case Mgr (LG 20)	3	\$ 160,379
Teacher I (LG 18)	2	\$ 127,175

Reasons for Vacant Positions: Pending Recruitment Total: \$ 287,554

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4690-82320000-010-500100	10-046-4645-51720000-018-500106	\$ 2,200
10-046-4690-82320000-010-500100	10-046-4645-71070000-018-500106	\$ 7,000
10-046-4690-82320000-010-500100	10-046-4630-71200000-018-500106	\$ 1,000
10-046-4690-82320000-010-500100	10-046-4645-78740000-018-500106	\$ 4,650
10-046-4690-82320000-010-500100	10-046-4650-82350000-018-500106	\$ 25,000
10-046-4690-82320000-010-500100	10-046-4615-83600000-018-500106	\$ 8,800

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

*William F. Wu*  
Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller

*Brother McManis*  
*Karen Hutchins*  
*ER Carter*

*Handwritten initials*

Form A-29

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Medical - Dental

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
5	\$ 37,850	\$ -

Number

Estimated Vacant Positions: 5

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Nursing Coordinator (LG 27)	2	\$ 173,100
Registered Nurse III (LG 23)	3	\$ 209,100

Reasons for Vacant Positions: Pending Recruitment Total: \$ 382,200

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4650-82340000-010-500100	10-046-4630-71200000-018-500106	\$ 37,850

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

*Willie F. Wu*  
Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller

*Erathyn L. McManamy*  
*Karen Hutchins*  
*J.R. Carter*

24

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Residential Treatment Program

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
6	\$ 58,000	\$ -

Number

Estimated Vacant Positions: 6

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 21)	1	\$ 50,076
Corrections Corporal (LG 16)	1	\$ 50,125
Corrections Officer (LG 14)	2	\$ 91,654
Psychiatric Social Worker (LG 23)	1	\$ 52,734
Recreational Therapist (LG 21)	1	\$ 50,076

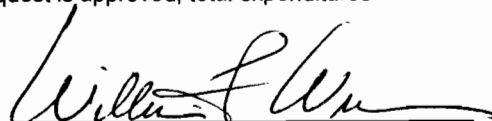
Reasons for Vacant Positions: Pending Recruitment Total: \$ 294,665

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4650-82350000-010-500100	10-046-4630-71200000-018-500106	\$ 58,000

**Certification:**

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

  
Signature of Agency Head

**Expenditure Authorization**

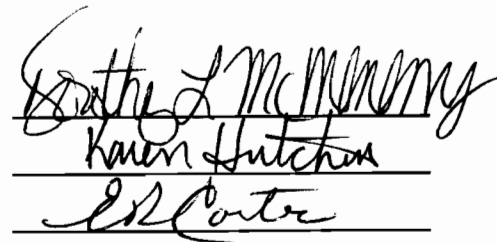
Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller



24

Form A-29

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Berlin Prison (NCF)

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
28	\$ 251,450	\$ -

Number

Estimated Vacant Positions: 28

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Chef II (LG 14)	2	\$ 82,622
Corrections Corporal (LG 16)	4	\$ 198,493
Corrections Lieutenant (LG 21)	2	\$ 133,435
Corrections Major (LG 27)	1	\$ 79,542
Corrections Officer (LG 14)	17	\$ 789,529
Corrections Sergeant (LG 18)	2	\$ 108,663

Reasons for Vacant Positions: Pending Recruitment Total: \$ 1,392,284

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4680-82500000-010-50010	10-046-4630-71200000-018-500106	\$ 101,450
10-046-4680-82500000-010-50010	10-046-4680-82500000-018-500106	\$ 150,000

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

  
Signature of Agency Head

Expenditure Authorization

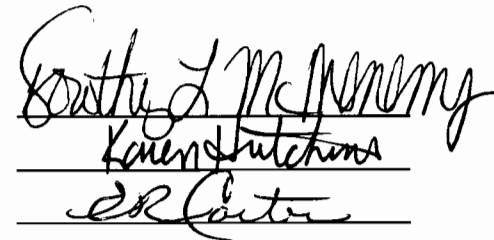
Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller



*RL*

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
District Offices

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
11	\$ 60,850	\$ -

Estimated Vacant Positions: Number  
11

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Probation-Parole Officer II (LG 22)	9	\$ 577,265
Probation-Parole Officer III (LG 24)	2	\$ 149,846

Reasons for Vacant Positions: Pending Recruitment Total: \$ 727,111

Request Permission to transfer appropriations as follows:

From:	To:	Amount
10-046-4640-83020000-010-500100	10-046-4630-71200000-018-500106	\$ 60,850

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

*William Flemer*  
Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller

*Geetha L. McMinamy*  
*Karen Hutchins*  
*Ed Carter*

### Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: March 14, 2013

Division of Expenditure Request:  
Security & Training

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
4	\$ 31,200	\$ -

Estimated Vacant Positions: Number  
4

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Lieutenant (LG 21)	2	\$ 121,121
Corrections Sergeant (LG 18)	2	\$ 93,410

Reasons for Vacant Positions: Pending Recruitment Total: \$ 214,531

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4615-8360-010-500100	10-046-4615-83600000-018-500106	\$ 31,200

**Certification:**

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

Signature of Agency Head

**Expenditure Authorization**

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor

Director of Personnel

Comptroller