

Nicholas A. Toumpas Commissioner

Mark Bussiere Director

STATE OF NEW HAMPSHIRE 3'13 AM 8:23 DAS

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF THE COMMISSIONER

BUREAU OF HUMAN RESOURCE MANAGEMENT

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May 28, 2013

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Bureau of Human Resource Management to make a retroactive one-time payment from State Fiscal Year (SFY) 2013 funds to Edgard Hartford, Juvenile Probation & Parole Officer IV, Division of Juvenile Justice Services in the amount of \$1,125.60. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2012. The funds to be paid will be sixty-seven percent (67%) General Funds and thirty-three percent (33%) Federal. Funds are available in the following account as follows:

EXPLANATION

05-95-41-410010-5809 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: JUVENILE JUSTICE, DIV. OF JUVENILE JUSTICE SERVICES, JUVENILE FIELD SERVICES

Employee	Class/	Class	Job	
Name	Object	Title	Number	Amount
Edgar Hartford	010-500100	Personal Services-Perm. Class.	41122510	\$1,125.60
Edgar Hartford	060-500601	FICA (Permanent)	41122510	\$70.00
Edgar Hartford	060-500604	Employee Retirement (Permanent)	41122510	\$124.00
Edgar Hartford	060-500631	Medicare Coverage (Permanent)	41122510	<u>\$16.00</u>
		Total	_	\$1,335.60

This request is made retroactively because Mr. Hartford was due compensation in State Fiscal Year 2012 that was not paid. The administrative error was not discovered until State Fiscal Year 2013. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Mr. Hartford was due to receive a promotion to Juvenile Probation & Parole Office IV on December 12, 2011. Through administrative error his promotion was not processed and he is due pay from December 12, 2011 through June 14, 2011. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Mr. Hartford.

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Respectfully submitted,

Nicholas A. Toumpas

Commissioner

05-95-41-410010-5 HHS:JUVENILE Employee	5809 HEALTH AND JUSTICE, DIV. OF, Class/	05-95-41-410010-5809 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:JUVENILE JUSTICE, DIV. OF JUVENILE JUSTICE SERVICES, JUVENILE FIELD SERVICES Employee Class/ Class Job	TH AND HUMAN SVCS ENILE FIELD SERVIC Job	S, ES	
Name	Object	Title	Number	Amount	Percent
Edgar Hartford	010-500100	Personal Services-Perm. Class.	41122510	\$1,125.60	
Edgar Hartford	060-500601	FICA (Permanent)	41122510	\$70.00	0.062
Edgar Hartford	060-500604	Employee Retirement (Permanent)	41122510	\$124.00	0.1105
Edgar Hartford	060-500631	Medicare Coverage (Permanent)	41122510	\$16.00	0.0145
		Total		\$1,335.60	