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[Signature]



New Hampshire Veterans Home

139 Winter Street
Tilton, NH 03276



Margaret D. LaBrecque
Commandant

Telephone: (603) 527-4400
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March 6, 2014

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord NH 03301

Retroactive

REQUESTED ACTION

Authorize the New Hampshire Veterans Home to retroactively pay Cindy Ferland, Registered Nurse II (RN II), \$ 55,426.55 for prior year third shift differential wages with current fiscal years funds that were not processed from January 20, 2006 to June 14, 2012 inclusive of holiday pay. 33% Federal Funds 34% Other Funds 33% General Funds.

Funds are available in account titled, 05-43-43-430010-5359, NH Veterans Home, Professional Services as follows:

010-500100 Regular Personal Services	\$ 48,115.12
019-500105 Regular Holiday Pay	\$ 2,228.13
018-500106 Overtime Pay	\$ 1,144.48
060-500602 Benefits (Perm.)	<u>\$ 3,938.82</u>
Total	\$ 55,426.55

EXPLANATION

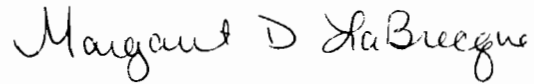
The New Hampshire Veterans Home requests approval for retroactive pay to an employee due to an administrative oversight error in recognizing a shift differential owed to an employee since 2006. Once discovered, owed wages were calculated, approval was obtained from the Department of Administrative Services, Division of Personnel and the Bureau of Accounts.

In 2006, Cindy Ferland was hired effective date 1/6/2006, as a Clinic Coordinator (RN II), Labor Grade 21, Step 05, first shift, 6 a.m.-2:30 p.m. In the remarks section of Cindy Ferland's hire documentation her supervisor, Anne Howe, Director of Resident Care Services noted that Cindy Ferland's work hours were to be 6 a.m. -2:30 p.m., Monday through Friday, flex hours when necessary to accommodate provider schedules, and willing to help cover the floor some evenings to keep current with floor skills. Sometime in 2006, Cindy Ferland, verbally notified Anne Howe in passing that she was needed to modify her shift schedule to begin around 5:00 a.m. to prepare the Doctor's day clinic to accommodate Dr. Mishcon's early start (this physician usually began around 6 a.m. five days a week). Anne Howe agreed to this earlier arrival proposed by Cindy Ferland believing that this was taking place under a flex hour schedule on first shift. The

employee, Cindy Ferland, did not request shift pay differential at that time, nor did the New Hampshire Veterans Home believe that is warranted. Cindy Ferland submitted daily/weekly paper timecards documenting her time as first shift.

On 6/14/ 2012, the employee, Cindy Ferland, approached Anne Howe, her supervisor, requesting a shift differential for her schedule of 5:00 a.m. to 1:30 p.m. This request arose because the employee, Cindy Ferland, attended training for the Lawson Time Management conversion and shift differentials were covered in the training session. Cindy Ferland stated to Anne Howe that she was entitled to third shift pay for her entire work day as she started work prior to 6 a.m. Anne Howe reported this request to the NH Veterans Home Business Administrator. Anne Howe submitted a personnel change form (PCF) requesting the position of Clinic Coordinator (RN II) be changed to third shift and under the remarks on the form it was noted by Anne Howe, her supervisor: Cindy works 5 a.m. to 1:30 p.m. everyday to prepare for Medical Doctor Day. This should be retroactive back to 1/6/06. The Home now request Governor and Council approval to pay for the prior fiscal year.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Margaret D LaBrecque".

Margaret D. LaBrecque
Commandant

From: Michelle Bean [mailto:michelle.bean@nhvh.nh.gov]
Sent: Thursday, February 20, 2014 9:56 AM
To: 'Margaret D LaBrecque'
Subject: FW: Cindy Ferland
Importance: High

Peggy, here's the approval for Cindy Ferland's so this should do it. They all have been approved now and you can proceed to G & C. Thank you!

Michelle ☺

From: Alice Leeming [mailto:alice.leeming@nhvh.nh.gov]
Sent: Thursday, February 20, 2014 9:03 AM
To: 'Michelle Bean'
Subject: FW: Cindy Ferland
Importance: High

FYI

Director of Human Resources

New Hampshire Veterans Home

From: Willingham, Sara J. [mailto:Sara.Willingham@NH.Gov]
Sent: Wednesday, February 19, 2014 4:59 PM
To: Leeming, Alice
Subject: FW: Cindy Ferland
Importance: High

I have reviewed the attached information which has been examined by the Bureau of Accounts, and authorize your bringing this retroactive pay request forward to the Governor and Council for approval.

From: Leeming, Alice
Sent: Wednesday, February 19, 2014 9:27 AM
To: Willingham, Sara J.
Subject: FW: Cindy Ferland
Importance: High

Sara,

This is a request to pay Cynthia Ferland, RN II retroactive 3rd shift pay for the period of 1/20/06 to 6/13/12. This has been reviewed by Stephanie Timpano, BOA and will now need to go to G& C. This was an error that was brought to our attention by the employee after six years of being paid 1st shift. This amounts to a payment of \$51,487.73 .

Please contact me if you have any questions.

Alice Leeming