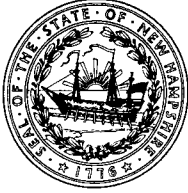


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STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 OFFICE OF THE COMMISSIONER  
 BUREAU OF HUMAN RESOURCE MANAGEMENT

Nicholas A. Toumpas  
 Commissioner

Mark Bussiere  
 Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
 603-271-4286 1-800-852-3345 Ext. 4286  
 Fax: 603-271-4810 TDD Access: 1-800-735-2964

October 16, 2014

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

*Retroactive*

**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) 2015 funds to Charles Metcalf, Supervisor IV, Division of Public Health in the amount of \$1,482.80. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2014. The funds to be paid will be one hundred percent (100%) Other Funds, Restaurant and Beverage License fees. Funds are available in the following accounts as follows:

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF HEALTH PROTECTION, FOOD PROTECTION**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Charles Metcalf	010-500100	Personal Services-Perm. Class.	90000918	\$1,482.80
Charles Metcalf	060-500601	FICA (Permanent)	90000918	\$92.00
Charles Metcalf	060-500604	Employee Retirement (Permanent)	90000918	\$182.00
Charles Metcalf	060-500631	Medicare Coverage (Permanent)	90000918	<u>\$22.00</u>
Total				<u>\$1,778.80</u>

**EXPLANATION**

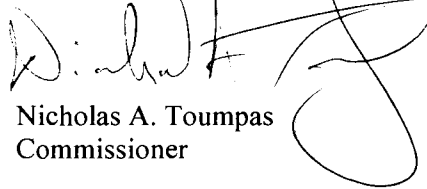
This request is made retroactively because Mr. Metcalf was due compensation in State Fiscal Year 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2015. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Mr. Metcalf was due to receive an increment on December 28, 2014. Through administrative error his increment was not processed and he is due pay from December 28, 2014 through June 12, 2014. This error was

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
October 16, 2014  
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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. Metcalf.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nicholas A. Toumpas", with a large, stylized flourish extending to the right.

Nicholas A. Toumpas  
Commissioner

**05-95-90-901510-5390 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF HEALTH PROTECTION, FOOD PROTECTION**

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