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

Jeffrey A. Meyers  
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

May 21, 2016

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) 2016 funds to Patricia Tilley, Administrator IV, Division of Public Health Services, in the amount of \$1,634.14. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2015. The funds to be paid will be 48% General Funds, 52% Federal Funds.

**05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: DIV OF PUBLIC HEALTH, BUREAU of COMM & HEALTH SERV, MATERNAL-CHILD  
HEALTH.**


Employee Name	Class/Object	Class Title	Job Number	Amount
Patricia Tilley	010-500100	Personal Services-Perm. Class.	90080049	\$1,634.14
Patricia Tilley	060-500601	FICA (Permanent)	90080049	\$101.00
Patricia Tilley	060-500604	Employee Retirement (Permanent)	90080049	\$201.00
Patricia Tilley	060-500631	Medicare Coverage (Permanent)	90080049	\$24.00
			<b>Total</b>	<b><u>\$1,960.14</u></b>

**EXPLANATION**

This request for a **retroactive** payment of wages to Patricia Tilley is due to not having received a completed performance evaluation from the employee's supervisor which was previously necessary in order to process an increment through Department of Health and Human Services payroll. This process changed with the new Collective Bargaining Agreement which now enables increments to be

processed without a performance evaluation being submitted by an employee's supervisor. This change now allows our payroll office to process increments that have been overdue by informing supervisors that their employees' increment must be paid with or without a completed evaluation. We are making every attempt to send out notices to this effect in order to ensure all Department employee increments are current and up to date. Upon receiving this notification, supervisors must either submit the performance evaluation or a form indicating when the evaluation will be completed. This information is then sent to the Commissioner's office as well as the respective Program Director at the end of each pay period. Additionally, the Department of Health and Human Service's payroll office is now able to send reminders to supervisors 30 – 60 days prior to the due date of a performance evaluation (whether or not an increment is due) that must be completed for one of their employees.

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner