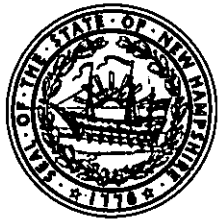


RHM



STATE OF NEW HAMPSHIRE JUNE 19 PM 4:02 DAS
 DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATION
 PO BOX 1806
 CONCORD, NH 03302-1806
 603-271-5600 FAX: 1-888-908-6609
 TDD Access: 1-800-735-2964
 www.nh.gov/nhdoc

142 MLC

Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

May 31, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to the provisions of Administrative Rule 316.13 a (5), the Department of Corrections requests authorization to pay overtime in the amount of \$4,102,435 for permanent personnel from Class 10 *Personal Services Permanent* appropriations and \$47,444 for permanent personnel classes from Class 11 *Personal Services Unclassified* appropriations for positions that are vacant due to sick leave, extended leaves of absence or pending recruitment. The \$4,149,879 represents actual overtime expenditures through 24 pay periods and additional estimated overtime expenditures for two pay periods. Effective upon Governor and Council approval through June 30, 2019. 100% General Funds

EXPLANATION

The requested overtime expenditures from Class 10 *Personal Services Permanent* and Class 11 *Personal Services Unclassified* represents payments made to permanent personnel for overtime hours worked to provide correctional supervision and security for residents and to ensure public safety at the Department's facilities during critical vacancies due to sickness, extended leaves of absence or pending recruitments.

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

Respectfully Submitted,

Helen E. Hanks
Commissioner

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
NH State Prison for Men

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
211	\$ 1,214,367	\$ -

Number

Estimated Vacant Positions: 211

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Captain (LG 23)	5	\$ 354,535
Corrections Corporal (LG 16)	40	\$ 2,299,166
Corrections Lieutenant (LG 21)	9	\$ 596,775
Corrections Major (LG 27)	1	\$ 90,793
Corrections Officer (LG 14)	130	\$ 6,679,966
Corrections Officer Trainee (LG 12)	8	\$ 337,236
Corrections Sergeant (LG 18)	18	\$ 1,069,152
Total:		\$ 11,427,623

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-463510-33720000-010-500100	10-046-463510-33720000-018-500106	\$ 1,214,367

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.


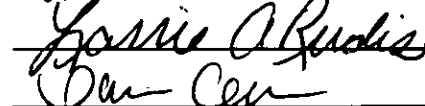



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Northern NH Correctional Fclty

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
111	\$ 579,162	\$ -

Estimated Vacant Positions: Number 111

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	16	\$ 930,766
Corrections Lieutenant (LG 21)	5	\$ 316,524
Corrections Officer (LG 14)	75	\$ 3,859,049
Corrections Officer Trainee (LG 12)	4	\$ 165,386
Corrections Sergeant (LG 18)	10	\$ 600,730
Inventory Control Supervisor (LG 14)	1	\$ 41,558
Total:		\$ 5,914,013

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

From:	To:	<u>Amount</u>
10-046-463510-33730000-010-500100	10-046-463510-33730000-018-500106	\$ 446,493
10-046-463510-33730000-010-500100	10-046-463510-33720000-018-500106	\$ 132,669

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 Melvin Ombler
 Director of Personnel Gorsie A. Rhodes
 Comptroller Dan Clev

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
New Hampshire Correctional Facility/Women

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
57	\$ 447,647	\$ -

Number

Estimated Vacant Positions: 57

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	6	\$ 325,682
Corrections Lieutenant (LG 21)	2	\$ 113,905
Corrections Officer (LG 14)	42	\$ 1,847,535
Corrections Officer Trainee (LG 12)	1	\$ 43,906
Corrections Sergeant (LG 18)	6	\$ 310,994
Total:		\$ 2,642,022

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-463510-33740000-010-500100	10-046-463510-33740000-018-500106	\$ 447,647

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

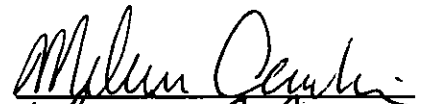
Approval Requires:


Governor and Council _____


Business Supervisor

Director of Personnel

Comptroller







Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Concord Transitional Work Ctr

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
10	\$ 57,089	\$ -

Number

Estimated Vacant Positions: 10

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Captain (LG 23)	1	\$ 68,834
Corrections Corporal (LG 16)	2	\$ 122,158
Corrections Officer (LG 14)	7	\$ 357,318
		Total: \$ 548,310

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-41060000-010-500100	10-046-464510-41060000-018-500106	\$ 57,089

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 Melissa O'Leary
 Director of Personnel George A. Rudis
 Comptroller Dan Cee

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Shea Farm-Transitional Housing

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
8	\$ 60,019	\$ -

Number

Estimated Vacant Positions: 8

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Officer (LG 14)	6	\$ 313,534
Corrections Sergeant (LG 18)	1	\$ 62,340
Program Coordinator (LG 26)	1	\$ 64,110
		Total: \$ 439,984

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-51720000-010-500100	10-046-464510-51720000-018-500106	\$ 32,700
10-046-464510-51720000-010-500100	10-046-463510-33720000-018-500106	\$ 27,319

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

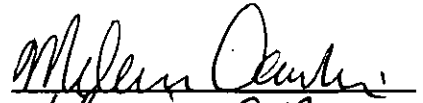
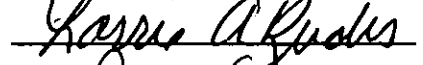

Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Classifications & Offender Rec

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
2	\$ 17,579	\$ -

Number

Estimated Vacant Positions: 2

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Counselor/Case Manager (LG 20)	2	\$ 120,361
		Total: \$ 120,361

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-461510-55410000-010-500100	10-046-463510-33720000-018-500106	\$ 17,579

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


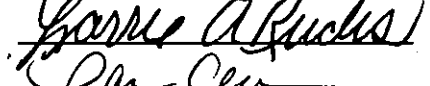

Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Secure Psychiatric Unit

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
31	\$ 175,696	\$ -

Number

Estimated Vacant Positions: 31

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	2	\$ 120,849
Corrections Captain (LG 23)	1	\$ 74,759
Corrections Corporal (LG 16)	4	\$ 230,116
Corrections Officer (LG 14)	16	\$ 820,407
Corrections Sergeant (LG 18)	2	\$ 118,875
Nursing Coordinator (LG 27)	1	\$ 97,063
Recreational Therapist II (LG 21)	1	\$ 45,856
RN III (LG 23)	2	\$ 147,995
Senior Psychiatric Social Worker (LG 26)	2	\$ 138,142
Total:		\$ 1,794,862

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-58330000-010-500100	10-046-465010-58330000-018-500106	\$ 175,696

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

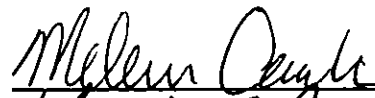


Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Community Corrections

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
8	\$ 43,849	\$ -

Number

Estimated Vacant Positions: 8

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Counselor/Case Manager (LG 20)	8	\$ 486,294
		Total: \$ 486,294

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-60430000-010-500100	10-046-462510-59290000-018-500106	\$ 43,849

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 Melvin O'Leary
 Director of Personnel Garrick A. Ruskus
 Comptroller Don Carr

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Maintenance

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
16	\$ 127,816	\$ -

Number

Estimated Vacant Positions: 16

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Building Maintenance Supervisor (LG 15)	2	\$ 93,559
Electrician Supervisor II (LG 17)	1	\$ 50,831
Electronic Technician I (LG 17)	2	\$ 101,245
Electronic Technician II (LG 20)	2	\$ 124,046
Electronic Technician III (LG 23)	1	\$ 69,176
Maintenance Technician (LG 21)	4	\$ 213,904
Plant Maintenance Engineer I (LG 17)	1	\$ 54,851
Plant Maintenance Engineer IV (LG 24)	2	\$ 137,591
Plumber Supervisor II (LG 17)	1	\$ 52,851
Total:		\$ 898,054

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465510-66320000-010-500100	10-046-465510-66320000-018-500106	\$ 34,191
10-046-465510-66320000-010-500100	10-046-463510-33720000-018-500106	\$ 93,625

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

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Kitchen

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
17	\$ 97,478	\$ -

Number

Estimated Vacant Positions: 17

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Chef II (LG 14)	12	\$ 536,754
Supervisor I (LG 19)	4	\$ 221,967
Supervisor III (LG 23)	1	\$ 65,412
Total:		\$ 824,133

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465510-66340000-010-500100	10-046-465510-66340000-018-500106	\$ 12,525
10-046-465510-66340000-010-500100	10-046-463510-33720000-018-500106	\$ 84,953

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 Melvin Ough
 Director of Personnel George A. Ludke
 Comptroller Dan Carr

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Calumet-Transitional Housing

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
8	\$	76,899 \$

Number

Estimated Vacant Positions: 8

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Officer (LG 14)	7	\$ 387,152
Program Coordinator (LG 26)	1	\$ 64,110
		Total: \$ 451,262

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-78740000-010-500100	10-046-464510-78740000-018-500106	\$ 15,078
10-046-464510-78740000-010-500100	10-046-464510-71070000-018-500106	\$ 58,522
10-046-464510-78740000-010-500100	10-046-463510-33740000-018-500106	\$ 3,299

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 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Mental Health

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
20	\$ 189,360	\$

Number

Estimated Vacant Positions: 20

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	12	\$ 720,095
Corrections Counselor/Case Manager (LG 20)	1	\$ 44,524
Psychiatric Social Worker (LG 23)	3	\$ 179,262
Senior Psychiatric Social Worker (LG 26)	4	\$ 265,020
Total:		\$ 1,208,901

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-82310000-010-500100	10-046-463510-33720000-018-500106	\$ 189,360

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.

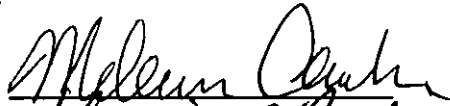
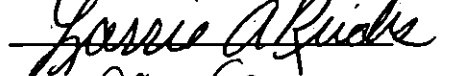



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Programs

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
55	\$ 320,727	\$ -

Number

Estimated Vacant Positions: 55

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Counselor/Case Manager (LG 20)	26	\$ 1,419,121
Media Generalist I (LG 17)	2	\$ 87,623
Media Generalist II (LG 19)	1	\$ 51,709
Teacher I (LG 18)	1	\$ 55,725
Teacher II (LG 20)	7	\$ 396,652
Teacher III (LG 22)	8	\$ 484,045
TI College/Associate Professor (LG 22)	8	\$ 486,943
TI College Professor (LG 25)	2	\$ 133,566
Total:		\$ 3,115,384

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-469010-82320000-010-500100	10-046-463510-33720000-018-500106	\$ 62,282
10-046-469010-82320000-010-500100	10-046-463510-33740000-018-500106	\$ 161,384
10-046-469010-82320000-010-500100	10-046-464510-41060000-018-500106	\$ 97,081

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:

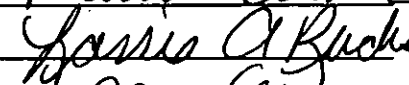
Governor and Council _____


Business Supervisor

Director of Personnel

Comptroller







Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Medical-Dental

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
43	\$ 369,259	\$

Number

Estimated Vacant Positions: 43

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	1	\$ 46,770
Dental Assistant (LG 11)	3	\$ 119,383
Director of Nursing (LG 34)	1	\$ 124,068
Licensed Practical Nurse II (LG 18)	1	\$ 82,230
Nurse Practitioner (LG 28)	3	\$ 230,827
Nurse Specialist (LG 25)	1	\$ 86,373
Nursing Coordinator (LG 27)	2	\$ 165,847
Nutrition Consultant (LG 23)	1	\$ 64,202
Recreational Therapist II (LG 21)	1	\$ 43,202
RN I (LG 19)	4	\$ 252,220
RN II (LG 21)	15	\$ 1,077,341
RN III (LG 23)	10	\$ 727,951
Total:		\$ 3,020,414

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-82340000-010-500100	10-046-465010-82340000-018-500106	\$ 22,970
10-046-465010-82340000-010-500100	10-046-463510-33720000-018-500106	\$ 346,289

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.

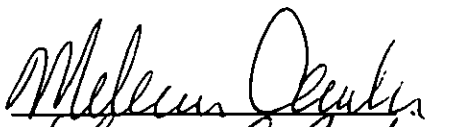
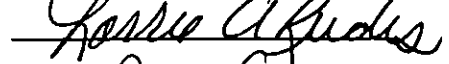



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Residential Treatment Program

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
21	\$ 145,375	\$ -

Number

Estimated Vacant Positions: 21

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	2	\$ 119,724
Corrections Officer (LG 14)	8	\$ 418,989
Corrections Sergeant (LG 18)	3	\$ 167,621
Nursing Coordinator (LG 27)	1	\$ 96,865
Psychiatric Social Work (LG 23)	1	\$ 57,259
Recreational Therapist II (LG 21)	1	\$ 59,324
RN III (LG 23)	5	\$ 378,493
Total:		\$ 1,298,275

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-82350000-010-500100	10-046-465010-82350000-018-500106	\$ 6,299
10-046-465010-82350000-010-500100	10-046-463510-33720000-018-500106	\$ 139,076

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


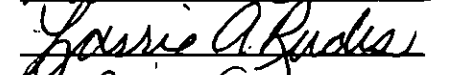

Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
District Offices

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
62	\$ 180,113	\$ -

Estimated Vacant Positions: Number
62

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Probation & Parole Officer I (LG 20)	4	\$ 230,747
Probation & Parole Officer II (LG 22)	50	\$ 3,590,406
Probation & Parole Officer III (LG 24)	8	\$ 672,655
Total:		\$ 4,493,808

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

From:	To:	<u>Amount</u>
10-046-464510-83020000-010-500100	10-046-463510-33720000-018-500106	\$ 180,113

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.


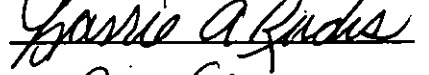



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: May 31, 2019

Division of Expenditure Request:
Community Corrections

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
1	\$ 14,778	\$ -

Number

Estimated Vacant Positions: 1

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Director of Community Corrections	1	\$ 105,591
Total:		\$ 105,591

Reasons for Vacant Positions: Pending Recruitment

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-60430000-011-500126	10-046-463510-33720000-018-500106	\$ 47,444

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 Melvin Carter
 Director of Personnel Lorris A. Rudes
 Comptroller Don Cen

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Adm 316.11 Check the Monthly Computer Statements. Upon receipt of all regular computer monthly statements, please immediately check these statements with your records, and notify the bureau of accounting of any differences on the "Green Sheet" or Form A-2 "Report of Appropriation Over Expenditure".

Source. #2235, eff 12-30-82

Adm 316.12 Workmen's Compensation. Authority for the commissioner to pay such sums as may be awarded under chapter 281 to employees from legislative appropriations and if sufficient funds are not appropriated the governor may draw his warrant on funds not otherwise appropriated provided that payments made to employees paid from the highway fund, the fish and game fund, or special fund shall be a charge against the appropriate fund and that payment made to employees from other funds shall be a charge upon the general fund.

Adm 316.13 Policy Governing Vacant Permanent Positions.

(a) Charges to Permanent Personnel Services or use of the Salary Adjustment Fund to cover vacant positions shall be subject to the following rules and regulations:

(1) Limited to vacant positions due to sick leave, extended leave of absence, or pending recruitment.

(2) Limited to temporary employees only.

(3) Recruitment shall be made by a temporary C&D form approved by the department of personnel at a rate of compensation to be determined by personnel.

(4) Manifest for payment shall be substantiated by an attached identification by position number of the vacant positions so covered.

→ (5) Payment of overtime to cover vacant positions due to sick leave, extended leave of absence, or pending recruitment shall be subject to prior approval by the governor and council. Form A-29. (See Appendix A)

PART Adm 317 PREPARATION AND SUBMISSION OF ANNUAL REPORTS

Adm 317.01 General Requirements. The purpose of this section is to provide the governor and council with agency annual reports.

1. All agencies, as listed below, shall submit their annual reports on the dates and times indicated thereon (white paper, size 8 1/2 x 11, if not commercially printed).
2. Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.