



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

BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
 Commissioner

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May 21, 2018

His Excellency, Governor Christopher T. Sununu
 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) 2018 funds to Kimberly Pelchat, Child Protective Service Worker III, for the Division of Children, Youth and Family in the amount of \$1,882.15. This payment is to compensate the employee for wages that were not paid for State Fiscal Years 2016 and 2017. The funds to be paid will be 38.31% Federal Funds and 61.69% General Funds. Funds are available in the following account as follows:

**05-95-42-421010-29570000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS
 DEPT OF, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD PROTECTION**

| Employee Name | Class/ Object | Class Title | Job Number | Amount |
|------------------|---------------|---------------------------------|------------|-------------------|
| Kimberly Pelchat | 010-500100 | Personal Services-Perm. Class. | 42105706 | \$1,882.15 |
| Kimberly Pelchat | 060-500601 | FICA (Permanent) | 42105706 | \$117.00 |
| Kimberly Pelchat | 060-500604 | Employee Retirement (Permanent) | 42105706 | \$229.00 |
| Kimberly Pelchat | 060-500631 | Medicare Coverage (Permanent) | 42105706 | <u>\$27.00</u> |
| | | Total | | <u>\$2,255.15</u> |

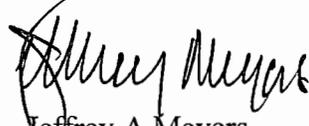
EXPLANATION

This request is made retroactively because Ms. Pelchat was due compensation in State Fiscal Years 2016 and 2017 that was not paid. The administrative error was not discovered until State Fiscal Year 2018. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. Pelchat was due to receive a promotion to Child Protective Service Worker III on November 22, 2015. Through administrative error her promotion was not processed and she is due pay from November 22, 2015 through June 8, 2017. 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 Ms. Pelchat.

Respectfully submitted,



Jeffrey A Meyers
Commissioner