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

Jeffrey A. Meyers
 Commissioner

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December 31, 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) 2019 funds to Neil Twitchell, Administrator I, at Public Health in the amount of \$1,205.64. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2017. The funds to be paid will be one hundred percent (100%) Federal Funds. Funds are available in the following account as follows:

**05-95-90-902510-7545 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
 HHS: DIVISION OF PUBLIC HEALTH SERVICES, EMERGENCY PREPAREDNESS**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Neil Twitchell	010-500100	Personal Services-Perm. Class.	90077416	\$1,205.64
Neil Twitchell	060-500601	FICA (Permanent)	90077416	\$75.00
Neil Twitchell	060-500604	Employee Retirement (Permanent)	90077416	\$146.00
Neil Twitchell	060-500631	Medicare Coverage (Permanent)	90077416	<u>\$17.00</u>
		Total		<u>\$1,443.64</u>

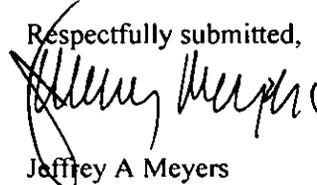
EXPLANATION

This request is made retroactively because Mr. Twitchell was due compensation in State Fiscal Year 2017 that was not paid to Mr. Twitchell. The administrative error was not discovered until State Fiscal Year 2019. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Mr. Twitchell was due to receive a temporary promotion to Administrator IV on March 31, 2017. Through administrative error his promotion was processed late and he was not paid the retroactive pay from March 31, 2017 through July 31, 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 Mr. Twitchell.

Respectfully submitted,



Jeffrey A Meyers
Commissioner