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Jeffrey A. Meyers
Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE 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 Grace LaPointe, Licensing & Evaluation Coordinator, Office of Program Support, Health Facilities Administration in the amount of \$1,022.63. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2018. The funds to be paid will be 58% Federal Funds, 18% Other Funds and 24% General Funds.

**05-95-95-952010-5146 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS
HHS: OFFICE OF PROGRAM SUPPORT, HEALTH FACILITIES ADMINISTRATION**

Employee Name	Class/Object	Class Title	Job Number	Amount
Grace LaPointe	010-500100	Personal Services-Perm. Class.	9520024	\$1,022.63
Grace LaPointe	060-500601	FICA (Permanent)	9520024	\$63.00
Grace LaPointe	060-500604	Employee Retirement (Permanent)	9520024	\$124.00
Grace LaPointe	060-500631	Medicare Coverage (Permanent)	9520024	<u>\$15.00</u>
Total				<u>\$1,224.63</u>

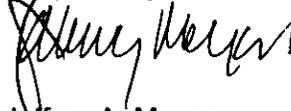
EXPLANATION

This request for a **retroactive** payment of wages to Grace LaPointe 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

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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
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