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MAC

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

Jeffrey A. Meyers
Commissioner

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February 28, 2019

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 Ms. Shauna Smith, Child Protective Service Worker IV, Division of Children, Youth & Family in the amount of \$5,398.48. This payment is to compensate the employee for wages not paid for State Fiscal Year 2017 and 2018. The funds to be paid will be sixty-two percent (62%) General Funds and thirty-eight percent (38%) Federal Funds. Funds are available in the following account as follows:

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

Employee Name	Class/ Object	Class Title	Job Number	Amount
Shauna Smith	010-500100	Personal Services-Perm. Class.	42105716	\$5,398.48
Shauna Smith	060-500601	FICA (Permanent)	42105716	\$335.00
Shauna Smith	060-500604	Employee Retirement (Permanent)	42105716	\$656.00
Shauna Smith	060-500631	Medicare Coverage (Permanent)	42105716	<u>\$78.00</u>
Total				<u>\$6,467.48</u>

EXPLANATION

This request is made retroactively. Ms. Smith was due compensation in State Fiscal Years 2015 and 2016 as well as 2017 and 2018 which was not paid. The administrative error was not discovered until State Fiscal Year 2019.

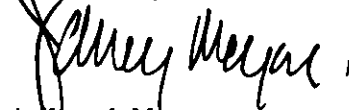
Ms. Smith was due to receive a promotion from Child Protective Service Worker III, to Child Protective Service Worker IV, January 24, 2016. Through administrative error her promotion was not

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processed. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Consistent with the United States Department of Labor enforcement actions, Ms. Smith is due missed wages, however, only for 36 months dating back to January 24, 2016. Approval of this Request will allow payment of missed wages to Ms. Smith.

Respectfully submitted,



Jeffrey A Meyers
Commissioner