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

Nicholas A. Toumpas
Commissioner

Mark Bussiere
Director

BUREAU OF HUMAN RESOURCE MANAGEMENT

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December 12, 2013

Her Excellency, Governor Margaret Wood Hassan
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) 2014 funds to Creedon Carothers, CC Professor-Nursing at CCSNH in the amount of \$1,279.80 . This payment is to compensate the employee for annual leave that was not paid out when leaving employment at New Hampshire Hospital in State Fiscal Year 2006. The funds to be paid will be seventy percent (70%) General Funds and thirty percent (30%) Federal. Funds are available in the following account as follows:

EXPLANATION

05-95-94-94051300-8750 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: NEW HAMPSHIRE HOSPITAL, NEW HAMPSHIRE HOSPITAL, ACUTE PSYCHIATRIC SVCS.

Employee Name	Class/ Object	Class Title	Job Number	Amount
Creedon Carothers	010-500100	Personal Services-Perm. Class.	94051300	\$1,279.80
Creedon Carothers	060-500601	FICA (Permanent)	94051300	\$79.00
Creedon Carothers	060-500604	Employee Retirement (Permanent)	94051300	\$141.00
Creedon Carothers	060-500631	Medicare Coverage (Permanent)	94051300	<u>\$19.00</u>
		Total		<u><u>\$1,518.80</u></u>

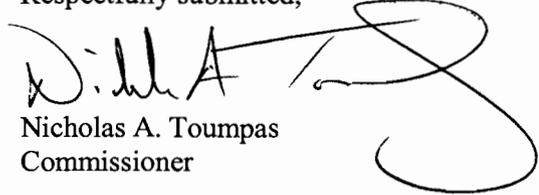
This request is made retroactively because Mr Carrothers was due annual leave payout in State Fiscal Year 2006 that was not paid. The administrative error was not discovered until State Fiscal Year 2014. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Mr. Carrothers was due this compensation when he left employment with Department of Health and Human Services, New Hampshire Hospital in August 2005. Through administrative error his leave was not processed and he is due this compensation. This error was just recently brought to the attention of the Bureau of

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Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue compensation to Mr. Carrothers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nicholas A. Toumpas", with a large, stylized flourish extending to the right.

Nicholas A. Toumpas
Commissioner