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Lori A. Shibinette
Commissioner

Lori A. Weaver
Deputy Commissioner

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

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March 21, 2022

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, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2022 funds to Christopher Parker, Program Specialist III at the HHS: Commissioner's Office in the amount of \$1225.40. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2021. The funds to be paid will be sixty percent (60%) General Funds and forty percent (40%) Federal Funds. Funds are available in the following account as follows:

05-95-95-950010-5676 HEALTH AND SOCIAL SERVICES; DEPARTMENT OF HEALTH AND HUMAN SERVICES; HHS: OFFICE OF THE COMMISSIONER; OFFICE OF BUSINESS OPERATIONS

Employee Name	Class/ Object	Class Title	Job Number	Amount
Christopher Parker	010-500100	Personal Services-Perm. Class.	95060025	\$1225.40
Christopher Parker	060-500601	FICA (Permanent)	95060025	\$75.97
Christopher Parker	060-500604	Employee Retirement (permanent)	95060025	\$178.05
Christopher Parker	060-500631	Medicare Coverage (permanent)	95060025	<u>\$17.77</u>
			Total	<u>\$1497.19</u>

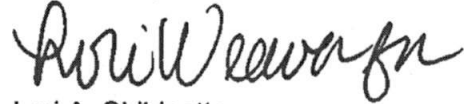
EXPLANATION

This request is made retroactively because Mr. Parker was due compensation in State Fiscal Year 2021 that were not paid. The administrative error was not discovered until State Fiscal Year 2022. This error was just recently brought to the attention of the Bureau of Human Resource Management, and the position has been corrected to properly process overtime going forward. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Mr. Parker's position was changed from a Business Systems Analyst to a Program Specialist; but the position was not properly updated from overtime exempt to non-exempt; this error was not detected internally or by Division of Personnel during the transaction. Mr. Parker was due to receive overtime at the 1.5 rate, but due to his position's incorrect overtime status, overtime was not processed correctly and he is due pay from March 25, 2020, through February 24, 2022. This request is for the portion of the retroactive payment from August 18, 2020 through June 30, 2021. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Mr. Parker.

Respectfully submitted,



Lori A. Shibinette
Commissioner