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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER  
*BUREAU OF HUMAN RESOURCE MANAGEMENT*

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August 31, 2016

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) 2017 funds to Michelle McCarty, Supervisor III, Division of Client Services in the amount of \$1,373.89. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2016. The funds to be paid will be 43% Federal 57% General.

**05-45-45137010-7993 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: TRANSITIONAL ASSISTANCE, DIVISION OF CLIENT SERVICES-DFA FIELD SVCS**

Employee Name	Class/Object	Class Title	Job Number	Amount
Michelle McCarty	010-500100	Personal Services-Perm. Class.	45137010	\$1,373.89
Michelle McCarty	060-500601	FICA (Permanent)	45137010	\$85.00
Michelle McCarty	060-500604	Employee Retirement (Permanent)	45137010	\$172.00
Michelle McCarty	060-500631	Medicare Coverage (Permanent)	45137010	\$20.00
		Total		\$1,650.89

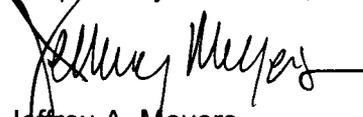
**EXPLANATION**

This request for a **retroactive** payment of wages to Michelle McCarty 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 the 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.

The Bureau of Human Resource Management is making every attempt to send out notices to this effect in order to ensure all Department of Health and Human Services employee 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 Directors at the end of each pay period. Additionally, Department of Health and Human Services, Bureau of Human Resources Management 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  
Commissioner