



Lori A. Shibanette
Commissioner

Lori A. Weaver
Deputy Commissioner

MAY18'22 PM 2:44 RCUD
STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

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May 17, 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 Christine A. Tupick, Administrative Assistant II at the HHS: Commissioner's Office in the amount of \$1988.72. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2020 & 2021. The funds to be paid will be one hundred percent (100%) Federal Funds. Funds are available in the following account as follows:

05-95-90-903010-1901 HEALTH AND SOCIAL SERVICES; DEPARTMENT OF HEALTH AND HUMAN SERVICES; HHS: PUBLIC HEALTH DIV; BUREAU OF LABORATORY SERVICES; ELC CARES COVID-19

Employee Name	Class/ Object	Class Title	Job Number	Amount
Christine A. Tupick	010-500100	Personal Services-Perm. Class.	90183518	\$1988.72
Christine A. Tupick	060-500601	FICA (Permanent)	90183518	\$123.30
Christine A. Tupick	060-500604	Employer Retirement (permanent)	90183518	\$288.96
Christine A. Tupick	060-500631	Medicare Coverage (permanent)	90183518	<u>\$28.84</u>
Total				<u>\$2,429.82</u>

EXPLANATION

This is the third of five remaining requests, all to be presented to Governor & Council on June 1, 2022. This request is made retroactively because the Division of Public Health Services received permission from the Division of Personnel to apply retroactive temporary reclassifications to select staff who worked out of classification as part of the COVID-19 response. While discussions about the temporary reclassifications began as early as March 2021, they were not approved until August 2021. Relevant information about the affected employees, the dates of the temporary reclassifications and the appropriate titles was collected by the Division of Public Health

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Services in October 2021, and a process for applying the retroactive temporary reclassifications was finalized in February 2022. Ms. Tupick served as the Administrative Secretary II on behalf of the Division of Public Health Services from March 30, 2021 to July 31, 2021.

This request is for the portion of the retroactive payment from March 31, 2020 through June 30, 2021. Approval of this Request will allow payment of overdue wages to Ms. Tupick.

Respectfully submitted,



Lori A. Shibinette
Commissioner

