

Jeffrey A. Meyers
Commissioner

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

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January 6, 2017

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) 2017 funds to Carolyn Christilles, Secretary II, Division of Child Support Services, in the amount of \$888.75. 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 66% Federal and 34% General Funds.

05-095-042-427010-79290000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HUMAN SERVICES, DIVISION OF CHILD SUPPORT SERVICES

Employee Name	Class/ Object	Class Title	Job Number	Amount
Carolyn Christilles	010-500100	Personal Services-Perm. Class.	42700500	\$888.75
Carolyn Christilles	060-500601	FICA (Permanent)	42700500	\$55.00
Carolyn Christilles	060-500604	Employee Retirement (Permanent)	42700500	\$109.00
Carolyn Christilles	060-500631	Medicare Coverage (Permanent)	42700500	\$13.00
Total				<u>\$1,065.75</u>

EXPLANATION

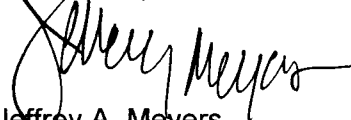
This request for a **retroactive** payment of wages that were not paid to Carolyn Christilles is due an administrative oversight by Human Resources. A previous request for payment of wages due to Carolyn Christilles not having received a completed performance evaluation was approved by Governor and Council on June 29, 2016, Item #7A for prior fiscal years, but the "current" fiscal year amount was not paid and therefore now requires Governor and Council approval for the amount referenced above.

The 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.

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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,



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