



Jeffrey A. Meyers
Commissioner

Mark Bussiere
Director

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

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4286 1-800-852-3345 Ext. 4286
Fax: 603-271-4810 TDD Access: 1-800-735-2964

September 30, 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 Jessica Blanco, Juvenile Probation & Parole Officer, Division for Children, Youth and Families in the amount of \$930.60. 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 32.49% Federal funds, 67.51 General Funds.

**05-95-42-421410-79050000 HEALTH AND SOCIAL SVCS, DEPT OF HEALTH AND HUMAN SVCS
HHS: CHILDREN, YOUTH & FAMILIES, JUVENILE JUSTICE SERVICES**

Employee Name	Class/Object	Class Title	Job Number	Amount
Jessica Blanco	010-500100	Personal Services-Perm. Class.	42140505	\$930.60
Jessica Blanco	060-500601	FICA (Permanent)	42140505	\$58.00
Jessica Blanco	060-500604	Employee Retirement (Permanent)	42140505	\$114.00
Jessica Blanco	060-500631	Medicare Coverage (Permanent)	42140505	<u>\$13.00</u>
Total				<u>\$1,115.60</u>

EXPLANATION

This request for a **retroactive** payment of wages to Jessica Blanco 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 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. We

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are making every attempt to send out notices to this effect in order to ensure all Department 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 Director at the end of each pay period. Additionally, the Department of Health and Human Service's payroll office 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,

A handwritten signature in black ink, appearing to read "Jeffrey A. Meyers", with a stylized flourish at the end.

Jeffrey A. Meyers
Commissioner