



Lori A. Shabinette
Commissioner

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

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February 19, 2020

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) 2020 funds to Cheri Leach, Adult Protective Service Worker II in the amount of \$1701.57. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2019. The funds to be paid will be eighty-five percent (85%) General Funds, fifteen percent (15%) Federal Funds. Funds are available in the following account as follows:

**05-95-48-480510-92500000 - HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS: ELDERLY & ADULT SVCS DIV, APSW OPERATIONS**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Cheri Leach	010-500100	Personal Services-Perm. Class.	48051011	\$1701.57
Cheri Leach	060-500601	FICA (Permanent)	48051011	\$105.50
Cheri Leach	060-500604	Employee Retirement (Permanent)	48051011	\$203.00
Cheri Leach	060-500631	Medicare Coverage (Permanent)	48051011	\$24.67
		Total		<u>\$2034.74</u>

EXPLANATION

This request is made retroactively because Ms. Leach was due compensation in State Fiscal Year 2019 that was not paid. The administrative error was not discovered until State Fiscal Year 2020. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. Leach was due to receive a promotion to Adult Protective Service Worker II on October 13, 2018. Through administrative error her promotion was not processed and she is due pay from October 13, 2018 through January 30, 2020. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Leach.

Respectfully submitted,



Lori A. Shibinette
Commissioner