



Nicholas A. Toumpas  
Commissioner

Mark Bussiere  
Director

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

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March 20, 2015

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Retroactive

**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) 2015 funds to Ejona Haxhija, Youth Counselor II, at Sununu Youth Services Center in the amount of \$3,605.81. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2013/2014. The funds to be paid will be 100% General Funds.

**05-95-42-421510-7916 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: SUNUNU YOUTH SERVICE CENTER, REHABILITATIVE PROGRAMS**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Ejona Haxhija	010-500100	Personal Services-Perm. Class.	42151601	\$3,605.81
Ejona Haxhija	060-500601	FICA (Permanent)	42151601	\$224.00
Ejona Haxhija	060-500604	Employee Retirement (Permanent)	42151601	\$444.00
Ejona Haxhija	060-500631	Medicare Coverage (Permanent)	42151601	<u>\$52.00</u>
		Total		<u><u>\$4,325.81</u></u>

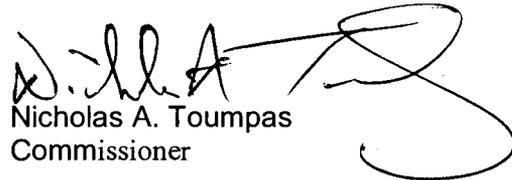
Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
March 18, 2015  
Page 2

**EXPLANATION**

This request is made retroactively because Ms. Haxhija was due compensation in State Fiscal Year 2013/2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2015. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Haxhija was to be hired at the Youth Counselor III level, having the required prior experience. Ms. Haxhija's paperwork was misplaced therefore, HR did not receive the documentation for approximately 2 years post hire. 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. Haxhija.

Respectfully submitted,

  
Nicholas A. Toumpas  
Commissioner

05-95-42-427010-7929 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
 HHS: HUMAN SERVICES, DIVISION OF CHILDREN, YOUTH AND FAMILIES

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Ejona Haxhija	010-500100	Personal Services-Perm. Class.	42151601	\$3,605.81	
Ejona Haxhija	060-500601	FICA (Permanent)	42151601	\$224.00	0.062
Ejona Haxhija	060-500604	Employee Retirement (Permanent)	42151601	\$444.00	0.123
Ejona Haxhija	060-500631	Medicare Coverage (Permanent)	42151601	\$52.00	0.0145
Total				<u>\$4,325.81</u>	