



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

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39 MLC

Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

November 27, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION


Pursuant to the provisions of Administrative Rule 316.13 a (5), the Department of Corrections requests authorization to pay overtime in the amount of \$3,801,648 for permanent personnel from Class 10 *Personal Services Permanent* appropriations and \$39,854 for permanent personnel classes from Class 11 *Personal Services Unclassified* appropriations for positions that are vacant due to sick leave, extended leaves of absence or pending recruitment. The \$3,841,502 represents actual overtime expenditures for 11 pay periods and additional estimated overtime expenditures. Effective upon Governor and Council approval through June 30, 2019. 100% General Funds

EXPLANATION

The requested overtime expenditures from Class 10 *Personal Services Permanent* and Class 11 *Personal Services Unclassified* represents payments made to permanent personnel for overtime hours worked to provide correctional supervision and security for residents and to ensure public safety at the Department's facilities during critical vacancies due to sickness, extended leaves of absence or pending recruitments.

The request is made in accordance with applicable law. Forms A-29 are attached to support this request.

Respectfully Submitted,


Helen E. Hanks
Commissioner

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
NH State Prison for Men

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
214	\$ 1,084,979	\$ -

Estimated Vacant Positions: Number 214

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Captain (LG 23)	4	\$ 279,720
Corrections Corporal (LG 16)	40	\$ 2,210,249
Corrections Major (LG 27)	1	\$ 90,793
Corrections Lieutenant (LG 21)	7	\$ 463,288
Corrections Officer (LG 14)	132	\$ 6,678,021
Corrections Officer Trainee (LG 12)	9	\$ 374,189
Corrections Sergeant (LG 18)	20	\$ 1,193,187
Corrections Unit Manager	1	\$ 77,944
Total:		\$ 11,367,391

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-463510-33720000-010-500100	10-046-463510-33720000-018-500106	\$ 1,084,979

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

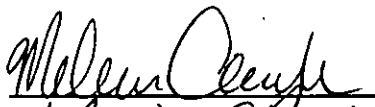




 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Northern NH Correctional Facility

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
113	\$ 452,931	\$ -

Number

Estimated Vacant Positions: 113

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Captain (LG 23)	1	\$ 66,420
Corrections Corporal (LG 16)	17	\$ 930,767
Corrections Lieutenant (LG 21)	4	\$ 250,524
Corrections Officer (LG 14)	75	\$ 3,871,328
Corrections Officer Trainee (LG 12)	3	\$ 122,048
Corrections Sergeant (LG 18)	11	\$ 661,095
Internal Affairs Investigator (LG 18)	1	\$ 47,771
Inventory Control Supervisor (LG 14)	1	\$ 41,558
Total:		\$ 5,991,511

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-463510-33730000-010-500100	10-046-463510-33730000-018-500106	\$ 452,931

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



 Signature of Agency Head

Expenditure Authorization


Approval Requires:

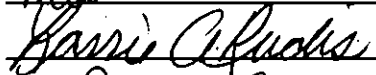
Governor and Council _____

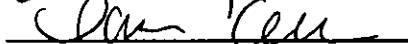
Business Supervisor

Director of Personnel

Comptroller







Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
New Hampshire Correctional Facility/Women

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
60	\$ 394,180	\$

Number

Estimated Vacant Positions: 60

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Captain (LG 23)	1	\$ 67,609
Corrections Corporal (LG 16)	6	\$ 325,682
Corrections Lieutenant (LG 21)	2	\$ 113,905
Corrections Officer (LG 14)	44	\$ 1,948,218
Corrections Officer Trainee (LG 12)	1	\$ 43,906
Corrections Sergeant (LG 18)	6	\$ 310,992
	Total:	\$ 2,810,312

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-463510-33740000-010-500100	10-046-463510-33740000-018-500106	\$ 394,180

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



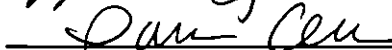


 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Concord Transitional Work Ctr

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
13	\$ 65,102	\$ -

Number

Estimated Vacant Positions: 13

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Captain (LG 23)	1	\$ 68,834
Corrections Corporal (LG 16)	2	\$ 122,158
Corrections Officer (LG 14)	9	\$ 467,088
Corrections Sergeant (LG 18)	1	\$ 59,337
		Total: \$ 717,417

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-41060000-010-500100	10-046-464510-41060000-018-500106	\$ 65,102

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

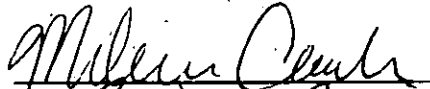
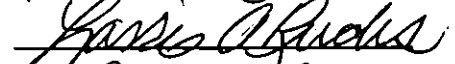
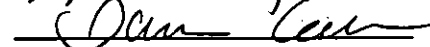


 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Shea Farm-Transitional Housing

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
8	\$ 41,396	\$ -

Estimated Vacant Positions: Number 8

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	1	\$ 51,669
Corrections Officer (LG 14)	6	\$ 313,534
Corrections Sergeant (LG 18)	1	\$ 62,340
Total:		\$ 427,543

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-51720000-010-500100	10-046-464510-51720000-018-500106	\$ 28,521
10-046-464510-51720000-010-500100	10-046-463510-33720000-018-500106	\$ 12,875

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.






 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Classifications & Offender Rec

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
2	\$ 24,311	\$ -

Number

Estimated Vacant Positions: 2

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Counselor/Case Manager (LG 20)	2	\$ 120,360
Total:		\$ 120,360

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-461510-55410000-010-500100	10-046-463510-33720000-018-500106	\$ 24,311

Certification:

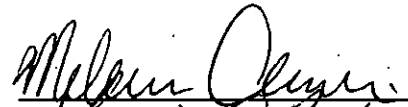
Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



Signature of Agency Head

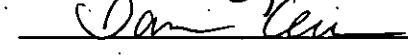
Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 

Director of Personnel 

Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Secure Psychiatric Unit

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
34	\$ 241,727	\$ -

Estimated Vacant Positions: Number 34

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	2	\$ 120,849
Corrections Captain (LG 23)	1	\$ 74,759
Corrections Corporal (LG 16)	4	\$ 230,116
Corrections Officer (LG 14)	18	\$ 908,619
Corrections Officer Trainee (LG 12)	1	\$ 40,642
Corrections Sergeant (LG 18)	2	\$ 119,675
Nursing Coordinator (LG 27)	1	\$ 97,063
Recreational Therapist II (LG 21)	1	\$ 45,856
RN II (LG 21)	1	\$ 80,579
RN III (LG 23)	1	\$ 67,416
Senior Psychiatric Social Worker (LG 26)	2	\$ 138,142
Total:		\$ 1,923,716

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-048-465010-58330000-010-500100	10-046-465010-58330000-018-500106	\$ 241,727

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

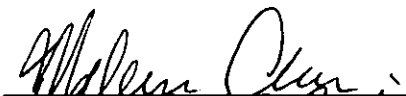




 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Professional Standards

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
7	\$ 14,348	\$ -

Number

Estimated Vacant Positions: 7

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Internal Affairs Investigator (LG 18)	4	\$ 216,087
Internal Affairs Investigator II (LG 21)	2	\$ 137,594
Probation & Parole Officer II (LG 22)	1	\$ 78,820
Total:		\$ 432,501

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

From:	To:	Amount
10-046-462510-59290000-010-500100	10-046-462510-59290000-018-500106	\$ 14,348

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.


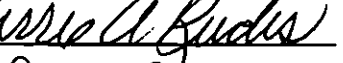



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Community Corrections

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
7	\$ 52,337	\$ -

Number

Estimated Vacant Positions: 7

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Counselor/Case Manager (LG 20)	7	\$ 424,192
		Total: \$ 424,192

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-60430000-010-500100	10-046-463510-33720000-018-500106	\$ 52,337

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

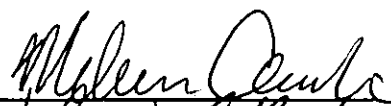
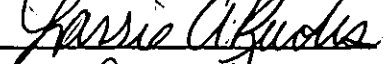



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Maintenance

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
20	\$ 108,333	\$ -

Estimated Vacant Positions: Number
20

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Building Maintenance Supervisor (LG 15)	2	\$ 93,560
Carpentry Supervisor (LG 15)	1	\$ 38,736
Carpentry Supervisor (LG 17)	1	\$ 54,851
Electrician Supervisor I (LG 16)	1	\$ 52,831
Electrician Supervisor II (LG 17)	1	\$ 50,831
Electronic Technician I (LG 17)	2	\$ 101,245
Electronic Technician II (LG 20)	2	\$ 124,046
Electronic Technician III (LG 23)	1	\$ 69,176
Maintenance Technician (LG 21)	5	\$ 278,560
Plant Maintenance Engineer I (LG 17)	1	\$ 54,851
Plant Maintenance Engineer IV (LG 24)	2	\$ 137,590
Plumber Supervisor II (LG 17)	1	\$ 52,851
Total:		\$ 1,109,128

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465510-66320000-010-500100	10-046-465510-66320000-018-500106	\$ 36,293
10-046-465510-66320000-010-500100	10-046-463510-33720000-018-500106	\$ 72,040

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.


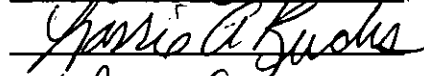
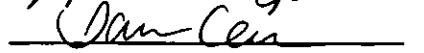


 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Laundry

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
3	\$	2,928 \$

Estimated Vacant Positions: Number
3

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Laundry Manager I (LG 13)	1	\$ 35,787
Laundry Manager II (LG 15)	2	\$ 88,958
Total:		\$ 124,745

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465510-66330000-010-500100	10-046-465510-66330000-018-500106	\$ 2,928

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.






 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Kitchen

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
14	\$ 60,274	\$ -

Number

Estimated Vacant Positions: 14

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Chef II (LG 14)	13	\$ 575,377
Supervisor III (LG 23)	1	\$ 65,412
		Total: \$ 640,789

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465510-66340000-010-500100	10-046-465510-66340000-018-500106	\$ 17,889
10-046-465510-66340000-010-500100	10-046-463510-33720000-018-500106	\$ 42,385

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



 Signature of Agency Head

Expenditure Authorization

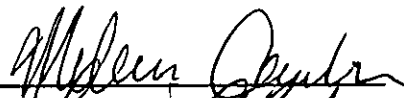
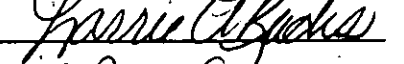

Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Warehouse

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
5	\$ 3,541	\$ -

Estimated Vacant Positions: Number
5

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Stock Control Supervisor	1	\$ 34,647
Warehouse Manager I	1	\$ 52,831
Warehouse Manager III	1	\$ 54,978
Warehouse Superintendent	1	\$ 59,393
Warehouseman	1	\$ 40,005
		Total: \$ 241,854

Reasons for Vacant Positions: Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465510-66350000-010-500100	10-046-463510-33720000-018-500106	\$ 3,541

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

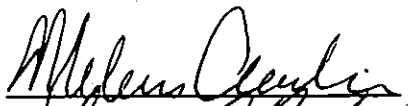




 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
North End-Transitional Housing

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
5	\$ 14,594	\$

Number

Estimated Vacant Positions: 5

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Officer (LG 14)	4	\$ 231,228
Corrections Sergeant (LG 18)	1	\$ 61,337
Total:		\$ 292,565

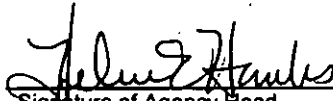
Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-71070000-010-500100	10-046-464510-71070000-018-500106	\$ 14,594

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



 Signature of Agency Head

Expenditure Authorization




Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Calumet-Transitional Housing

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
8	\$	47,448 \$

Number

Estimated Vacant Positions: 8

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Officer (LG 14)	7	\$ 387,152
Corrections Sergeant (LG 18)	1	\$ 63,640
Total:		\$ 450,792

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-78740000-010-500100	10-046-464510-78740000-018-500106	\$ 47,448

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor Melissa O'Connell
 Director of Personnel Garrie A. Rhodes
 Comptroller Dain Cere

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Mental Health

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
19	\$ 166,494	\$ -

Number

Estimated Vacant Positions: 19

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	12	\$ 720,094
Corrections Counselor/Case Manager (LG 20)	1	\$ 44,524
Psychiatric Social Worker (LG 23)	3	\$ 179,263
Senior Psychiatric Social Worker (LG 26)	3	\$ 190,256
Total:		\$ 1,134,137

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-82310000-010-500100	10-046-463510-33720000-018-500106	\$ 166,494

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

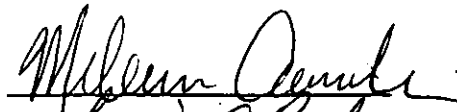




 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Programs

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
56	\$	425,164 \$

Number

Estimated Vacant Positions: 56

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Chaplain I (LG 21)	1	\$ 58,911
Corrections Counselor/Case Manager (LG 20)	25	\$ 1,359,015
Educational Director (LG 26)	1	\$ 69,147
Media Generalist I (LG 17)	3	\$ 139,333
Teacher I (LG 18)	1	\$ 55,725
Teacher II (LG 20)	7	\$ 396,651
Teacher III (LG 22)	8	\$ 484,046
TI College/Associate Professor (LG 22)	8	\$ 486,943
TI College Professor (LG 25)	2	\$ 133,566
Total:		\$ 3,183,337

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-469010-82320000-010-500100	10-046-463510-33720000-018-500106	\$ 425,164

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.






 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Medical-Dental

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
44	\$ 312,849	\$

Estimated Vacant Positions: Number
44

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	1	\$ 46,770
Dental Assistant (LG 11)	3	\$ 119,384
Director of Nursing (LG 34)	1	\$ 124,068
Licensed Practical Nurse II (LG 18)	1	\$ 82,230
Nurse Practitioner (LG 28)	4	\$ 307,146
Nurse Specialist (LG 25)	1	\$ 86,373
Nursing Coordinator (LG 27)	3	\$ 251,312
Nutrition Consultant (LG 23)	1	\$ 64,202
Prison Dental Office Supervisor (LG 16)	1	\$ 48,914
Recreational Therapist II (LG 21)	1	\$ 43,202
RN I (LG 21)	4	\$ 252,219
RN II (LG 21)	13	\$ 928,759
RN III (LG 23)	9	\$ 652,687
Senior Dentist (LG 35)	1	\$ 88,194
Total:		\$ 3,095,460

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-82340000-010-500100	10-046-465010-82340000-018-500106	\$ 121,016
10-046-465010-82340000-010-500100	10-046-463510-33720000-018-500106	\$ 191,833

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.


 Signature of Agency Head

Expenditure Authorization




Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Residential Treatment Program

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
24	\$	139,307 \$

Number

Estimated Vacant Positions: 24

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Clinical Mental Health Counselor (LG 23)	2	\$ 119,724
Corrections Officer (LG 14)	9	\$ 462,728
Corrections Sergeant (LG 18)	3	\$ 167,621
Nursing Coordinator (LG 27)	1	\$ 96,865
Psychiatric Social Work (LG 23)	1	\$ 57,259
Recreational Therapist II (LG 21)	1	\$ 59,324
RN III (LG 23)	6	\$ 467,797
Teacher II (LG 20)	1	\$ 58,356
Total:		\$ 1,489,674

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-82350000-010-500100	10-046-465010-82350000-018-500106	\$ 139,307

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.






 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Pharmacy

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
8	\$ 24,633	\$ -

Number

Estimated Vacant Positions: 8

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Chief Pharmacist (LG 30)	1	\$ 113,056
Pharmacist (LG 27)	3	\$ 294,525
Pharmacy Technician (LG 10)	4	\$ 147,816
Total:		\$ 555,397

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-465010-82360000-010-500100	10-046-463510-33720000-018-500106	\$ 24,633

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



 Signature of Agency Head

Expenditure Authorization


Approval Requires:

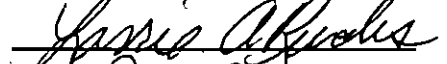
Governor and Council _____


Business Supervisor

Director of Personnel

Comptroller







Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
District Offices

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
55	\$ 121,346	\$ -

Number

Estimated Vacant Positions: 55

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Probation & Parole Officer I (LG 20)	3	\$ 181,278
Probation & Parole Officer II (LG 22)	43	\$ 3,099,108
Probation & Parole Officer III (LG 24)	9	\$ 756,257
		Total: \$ 4,036,643

Reasons for Vacant Positions: Pending Recruitment, Leave

Request Permission to transfer expenditures as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-464510-83020000-010-500100	10-046-463510-33720000-018-500106	\$ 121,346

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.



 Signature of Agency Head

Expenditure Authorization


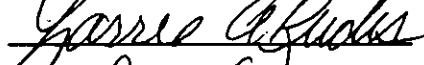

Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Security & Training

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
3	\$	3,426 \$

Number

Estimated Vacant Positions: 3

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Lieutenant (LG 21)	1	\$ 66,024
Corrections Sergeant (LG 18)	2	\$ 118,375
		Total: \$ 184,399

Reasons for Vacant Positions: Leave

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-461510-83600000-010-500100	10-046-461510-83600000-018-500106	\$ 3,426

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.


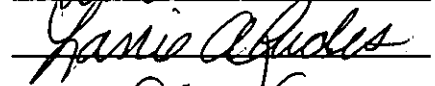



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Northern NH Correctional Fdty

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
1	\$ 25,076	\$ -

Number

Estimated Vacant Positions: 1

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Warden	1	\$ 108,961
		Total: \$ 108,961

Reasons for Vacant Positions: Pending Recruitment

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-463510-33730000-011-500126	10-046-463510-33730000-018-500106	\$ 25,076

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

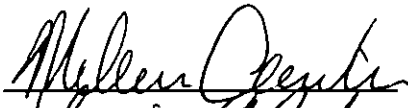
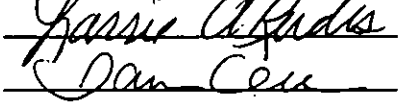



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

Expenditure Request-Overtime Permanent Personnel Services

Department: Corrections

Date: November 27, 2018

Division of Expenditure Request:
Professional Standards

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
1	\$ 14,778	\$ -

Number

Estimated Vacant Positions: 1

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Director of Professional Standards	1	\$ 94,631
		Total: \$ 94,631

Reasons for Vacant Positions: Pending Recruitment

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-462510-59290000-011-500126	10-046-462510-59290000-018-500106	\$ 14,778

Certification:

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.


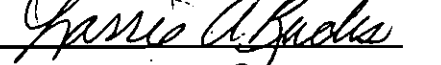



 Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor 
 Director of Personnel 
 Comptroller 

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Adm 316.11 Check the Monthly Computer Statements. Upon receipt of all regular computer monthly statements, please immediately check these statements with your records, and notify the bureau of accounting of any differences on the "Green Sheet" or Form A-2 "Report of Appropriation Over Expenditure".

Source. #2235, eff 12-30-82

Adm 316.12 Workmen's Compensation. Authority for the commissioner to pay such sums as may be awarded under chapter 281 to employees from legislative appropriations and if sufficient funds are not appropriated the governor may draw his warrant on funds not otherwise appropriated provided that payments made to employees paid from the highway fund, the fish and game fund, or special fund shall be a charge against the appropriate fund and that payment made to employees from other funds shall be a charge upon the general fund.

Adm 316.13 Policy Governing Vacant Permanent Positions.

(a) Charges to Permanent Personnel Services or use of the Salary Adjustment Fund to cover vacant positions shall be subject to the following rules and regulations:

- (1) Limited to vacant positions due to sick leave, extended leave of absence, or pending recruitment.
- (2) Limited to temporary employees only.
- (3) Recruitment shall be made by a temporary C&D form approved by the department of personnel at a rate of compensation to be determined by personnel.
- (4) Manifest for payment shall be substantiated by an attached identification by position number of the vacant positions so covered.
- (5) Payment of overtime to cover vacant positions due to sick leave, extended leave of absence, or pending recruitment shall be subject to prior approval by the governor and council. Form A-29. (See Appendix A)

PART Adm 317 PREPARATION AND SUBMISSION OF ANNUAL REPORTS

Adm 317.01 General Requirements. The purpose of this section is to provide the governor and council with agency annual reports.

1. All agencies, as listed below, shall submit their annual reports on the dates and times indicated thereon (white paper, size 8 1/2 x 11, if not commercially printed).
2. Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.