



STATE OF NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

DIVISION OF ADMINISTRATION

PO BOX 1806 CONCORD, NH 03302-1806

603-271-5600 FAX: 1-888-908-6609 TDD Access: 1-800-735-2964 www.nh.gov/nhdoc

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,

Commissioner

Department:	Corrections		v.		•		Date:	November 27, 2018	
	φenditure Request:								
NH State Pris	son for Men		# 5		stimated Overtim		Time & One-Half		
			# Positions		Regular Time	l I II	ne & One-Hair		
	•		214	\$	1,084,97	9 \$	-	·	
•	•	Number			•				
Estimated Va	cant Positions:	214						•	
	Title & Labor Grade		<u>Number</u>		·		Legislative Appropriation		
	Corrections Captain (LG 2	3)	4			\$. 279,720		
	Corrections Corporal (LG		40			\$	2,210,249		
	Corrections Major (LG 27)		1			\$	90,793		
	Corrections Lieutenant (LC		7			\$	463,288		
	Corrections Officer (LG 14)	132		•	\$	6,678,021		
	Corrections Officer Traine		9			\$	374,189		
	Corrections Sergeant (LG	18)	20			\$	1,193,187		
	Corrections Unit Manager		1			\$	77, 944		
					Tota	l: \$	11,367,391		
Reasons for \	Vacant Positions:	Pending Recr	uitment, Leave			- `			
Request Perr	nission to transfer appropria	ations as follows	:						
From:		To:	•				Amount		
10-046-46351	10-33720000-010-500100	10-046-46351	0-33720000-018	-50010	6	\$	1,084,979		
sick leave, ex	re of Permanent Personnel tended leave of absence of d the legislative appropriati	pending recruit							
				Sign	LuSTA sture of Agency H	ead	! ₩		
Expenditure A	Authorization								
Approval Req	juires:					,	1 1	γ·,	
Governor and			_	Busin	ness Supervisor	911	ellen (leuse.	
				D'	4 of Da	- 1	antin.	alle din	
				Ditec	tor of Personnel	-	ELIVYIXII (MOUNT	
				Comp	otroller		Dan	Cen	
					•				

Department: Corrections						Date:	November 27, 2018
Division of Expenditure Request:							
Northern NH Correctional Folly		"5"		nated Overtime		0.0 11.11	
	•	# Positions	Re	egular Time	Time	& One-Half	,
		113	\$ -	452,931	\$	· -	
	Number						
Estimated Vacant Positions:	113						
Title & Labor Grade		Number		•		egislative propriation	
Corrections Captain (L	G 23)	1 .			\$	66,420	
Corrections Corporal (I		17			\$	930,767	
Corrections Lieutenant		4		•	\$	250,524	
Corrections Officer (LG		· 75			\$	3,871,328	
Corrections Officer Tra		3 .			\$	122,048	
Corrections Sergeant (11			\$	661,095	
Internal Affairs Investig	ator (LG 18)	1			\$	47,771	
Inventory Control Supe	rvisor (LG 14)	1			\$	41,558	
	·			Total:	\$	5,991,511	
Reasons for Vacant Positions:	Pending Recruitn	nent, Leave					
Request Permission to transfer expe	nditures as follows:						
From:	То:					Amount	
10-046-463510-33730000-010-5001	00 10-046-463510-3	3730000-018-500	106		\$	452,931	
Certification: Expenditure of Permanent Persor sick leave, extended leave of absence will not exceed the legislative appropriate the second sec	ce or pending recruitme						
		Č	Bignatu	ure of Agency Hea	صا		
Expenditure Authorization		•					
Approval Requires:					001	1	\cap
Governor and Council		. .	Busines	ss Supervisor	44	flen (len
·			Director	r of Personnel	H	wie (Hudes
•			Comptn	oller	, (Orun	Cour-

Department: Corrections					Date:	November 27, 2018	
Division of Expenditure Request:		,					•
New Hampshire Correctional Facility/Wo	<u>omen</u>	# Positions		ated Overtime gular Time	Tim	e & One-Half	-
				galar rimo	_ ' ''''	C & One man	J
		60	\$	*394,180	\$	•	
•	Number						
Estimated Vacant Positions:	. 60						
					L	.egislative	
Title & Labor Grade		<u>Number</u>			Ap	propriation	
Corrections Captain (LG 2	3)	1			\$.	67,609	
Corrections Corporal (LG 1		6			\$	325,682	
Corrections Lieutenant (LG		2			\$	113,905	
Corrections Officer (LG 14		44	,	•	\$	1,948,218	
Corrections Officer Trainer		1			\$	43,906	
Corrections Sergeant (LG	18)	6			\$	310,992	
				Total:	\$	2,810,312	
Reasons for Vacant Positions:	Pending Recruitm	nent, Leave					
Request Permission to transfer expendit	ures as follows:	•		•	•		
From:	To:					Amount	
10-046-463510-33740000-010-500100	10-046-463510-3	3740000-018-500	106		\$	394,180	
Certification: Expenditure of Permanent Personnel sick leave, extended leave of absence or will not exceed the legislative appropriation	pending recruitmen					0	
Expenditure Authorization							
Approval Requires:					A.		$\bigcap_{i=1}^{n}$
Governor and Council		-	Business	s Supervisor	111	Mly	Mul
			Director	of Personnel	_/	Jarrie	(1 Kuchs)
			Comptro	llor	• /	· OUL	-1 /011

Department: Corrections						Date:	November 27, 2018
Division of Expenditure Request:				timated Overtim		_	1
Concord Transitional Work Ctr		# Positions		timated Overtime Regular Time		e & One-Half	·
		#1 03/10/13	1	regular ratio	, ,,,,,	<u> </u>	J '
		13	\$.	65,10	02 \$	-	
	Number						·
Estimated Vacant Positions:	13						
					L	egislative	
Title & Labor Grade		<u>Number</u>				propriation	1
Corrections Captain (LG 23	3) .	1			\$	68,834	
Corrections Corporal (LG 1		2			\$	122,158	
Corrections Officer (LG 14)	9			\$	467,088	
Corrections Sergeant (LG	18)	1			\$	59,337	
				Tota	al: \$	717,417	
Reasons for Vacant Positions:	Pending Recruitm	ient, Leave					•
Request Permission to transfer expendit	ures as follows:						
From:	To:		-			Amount	
10-046-464510-41060000-010-500100	10-046-464510-4	1060000-018-500	106		\$.	65,102	
Certification: Expenditure of Permanent Personnel sick leave, extended leave of absence or will not exceed the legislative appropriation	pending recruitmen	ons will be limited nt. If this request	solely to	o positions vacan oved, total expen ature of Agency	nt due to ditures)	
Expenditure Authorization							,
Approval Requires:					W	1.1.	
Governor and Council	 -	-	Busir	ness Supervisor		Mlix	1 Cleur
			Direc	tor of Personnel	1	Jasse	affredis
·			Com	ptroller		()an	- Cen

Department:	Corrections					,	Date:	November 27, 2018
	penditure Request:	• .		Fasi	and Occardings			·
Snea Farm-11	ransitional Housing		# Positions		ted Overtime utar Time	Time	& One-Half	
			8	\$	41,396	\$	-	
		Number						
Estimated Va	cant Positions:	8			•			
	•						egislative	
r	Title & Labor Grade	•	Number			_Ap	propriation	
•	Corrections Corporal (LG 16)		1			\$ -	51,669	
	Corrections Officer (LG 14) Corrections Sergeant (LG 18)		6 1			\$ \$	313,534 62,340	
	Corrections Sergeam (LG 10).		'			•		
					Total:	\$	427,543	
Reasons for \	Vacant Positions:	Pending-Red	ruitment. Leave		•			
Request Perr	nission to transfer appropriations	as follows:						
From:		To:					Amount	•
	10-51720000-010-500100 10-51720000-010-500100		10-51720000-018 10-33720000-018			\$ \$	28,521 12,875	
sick leave, ex	re of Permanent Personnel Serv tended leave of absence or pend d the legislative appropriation.						<u> </u>	
Expenditure A	Authorization .	÷		•			,	
Approval Req	uires:					M	1,0	$\bigcap_{i \in I} I$
Governor and	Council			Business	Supervisor	<u>'</u> 445	puin	Lieux_
				Director o	of Personnel	-K	Mel	Kholis_
				Comptrol	ler · ·		Dan-	Ten

Department: (Corrections	•		•		•	Đa	ite:	November 27, 2018
Division of Exp								<u> </u>	
Classifications	& Offender Re	<u>ec</u>		# Ph. 1.1		ated Overtime	1		
			•	# Positions	Ke	gular Time] Time & (One-Half	
•		·		2	\$	24,311	\$	- .	
		•	Number						
Estimated Vaca	ant Positions:		2						
]	Title & Labor (<u>Grade</u>		Number		٠		slative priation	
C	Corrections Co	ounselor/Case Mai	nager (LG 20)	2			\$	120,360	
						Total:	\$	120,360	
Reasons for Va	acant Position	s:	Pending Rec	ruitment, Leave	١				
Request Permi	ssion to trans	fer appropriations	as follows:	•	·				•
From:			To:				Am	ount	
10-046-461510)-55410000-0	10-500100 .	10-046-4635	10-33720000-018-	500106		\$	24,311	
	ended leave o	it Personnel Servic f absence or pend e appropriation.							
-					Signatui	re or Agency me	ao		
Expenditure Au	uthorization				•		•		. ,
Approval Requ	ires:				-		M		\bigcap_{a}
Governor and (Council		· · ·			s Supervisor		eur.	(light
						of Personnel		VIIII	Mylliam.
		•			Comptro	oller		10m	<u> – Uu</u>

Department:	Corrections						Date:	November 27, 2018
	penditure Request:	,						
Secure Psych	iatric Unit	-	# Positions		ated Overtime egular Time	Timo	& One-Half	
•		ı	# FUSITIONS	1 76	guiai Time	1 111116	a One-naii	
			34	\$	241,727	\$	•	
		<u>Number</u>	•					
Estimated Va	cant Positions:	34	•					
	Title & Labor Grade		Number			Le _Ap	egislative propriation	
	Clinical Mental Health Couns	selor (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 (LC	3 21)	1			\$	45,856	
	RN II (LG 21)		1			\$	80,579	
	RN III (LG 23)		1			\$	67,416	
	Senior Psychiatric Social Wo	orker (LG 26)	2			\$	138,142	
					Total:	\$	1,923,716	
Reasons for \	/acant Positions:	Pending Rec	ruitment, Leave		•			
Request Pern	nission to transfer appropriation	ons as follows:						
From:	_	To:					Amount	
10-046-46501	0-58330000-010-500100	10-046-4650	10-58330000-018	3-500106		\$	241,727	٠
sick leave, ex	e of Permanent Personnel So tended leave of absence or p d the legislative appropriation	ending recruitme		is approve				
Expenditure A	uthorization							
Approval Req	uires:	,				M	1/1	\bigcap_{i}
Governor and	Council			Busines	s Supervisor	44	Allen	(fly)
				Director	of Personnel	H	asse	AGUN
				Comptro	oller	<u></u>	Dan	Cen_

Department:	Corrections							Date:	November 27	, 2018
	penditure Request:									
<u>Professional</u>	<u>Standards</u>		, # D= M==		Estimated (Time & One-Half			
	•		# Positions		Regular T	ime -	Lime	e & One-Half		
	•		. 7	\$		14,348	\$	•		
		Number								
Estimated Va	cant Positions:	7								
							L	.egislative		
	Title & Labor Grade		<u>Number</u>					propriation		
,	Internal Affairs Investigator	(LG 18)	. 4				\$	216,087		
	Internal Affairs Investigator		2				\$	137,594		
•	Probation & Parole Officer	II (LG 22)	·1				\$	78,820		
		•				Total:	\$	432,501	_	•
Reasons for '	Vacant Positions:	Pending Recn	uitment, Leave							
Request Perr	nission to transfer appropria	tions as follows	:							
From:		То:						Amount		
10-046-4625	10-59290000-010-500100	10-046-46251	0-59290000-018	8-5001	06	•	\$	14,348	•	
sick leave, ex	re of Permanent Personnel Standed leave of absence or absence or define the legislative appropriation	pending recruit								
		·	•	S	bature of Ag	jericy Hea	ريار ad			
Expenditure A	Authorization									
Approval Rec	quires:	•			•		111	1 1	\bigcirc	
Governor and	d Council		_	Bus	siness_Supe	rvisor	111	blen	(Yen	<u> </u>
				Dire	ector of Pers	connel	9	KADDIOI	T. Durt	11/
				Ull	out of Fers	MILIO	-/	<u> </u>	~ Chim	<u>~~</u>
				Cor	nptroller		-(Dan	(eu	

Department: Corrections						Date:	November 27, 2018
Division of Expenditure Request:		•					
Community Corrections			Estimated				
• •	<i>.</i> L	# Positions	Regula	r Time	Time	& One-Half	· ·
		7	\$	52,337	\$	-	`
	Number						
Estimated Vacant Positions:	7						
Title & Labor Grade		Number				gislative propriation	
Corrections Counselor/Case N	Manager (LG 20)	7			\$	424,192	
•				Total:	\$	424,192	
Reasons for Vacant Positions:	Pending Recru	itment, Leave				•	
Request Permission to transfer appropriation	ns as follows:					•	
From:	То:					Amount	
10-046-464510-60430000-010-500100	10-046-463510	0-33720000-018	-500106		\$	52,337	
Certification: Expenditure of Permanent Personnel Ser sick leave, extended leave of absence or per will not exceed the legislative appropriation.			approved, tota			O	
Expenditure Authorization						•	
Approval Requires:					p.d	1/1	
Governor and Council			Business Su	pervisor	_1//	Aller	r Cleulo
			Director of P	'ersonnel	_ <u>_</u>	Parsia	akudis
•			Comptroller			lan	an_

Department:	Corrections						Date:	November 27, 2018
Division of Ex	penditure Request:							
Maintenance					mated Overtime	_	•	
		Į.	# Positions	F	Regular Time	Time	& One-Half	
			20	\$	108,333	\$	-	
		<u>Number</u>						
Estimated Va	cant Positions:	20	,					
						l e	egislative	•
	Title & Labor Grade		Number				propriation	
	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			Š	50,831	
	Electronic Technician I (LG 17)		2		•	Š	101,245	
	Electronic Technician II (LG 20)		2			Š	124,046	•
	Electronic Technician III (LG 23)		1			Š	69,176	
	Maintenance Technician (LG 21)		5			Š	278,560	
	Plant Maintenance Engineer I (LC	3 17)	1			Š	54,851	
	Plant Maintenance Engineer IV (I		2		,	Š	137,590	•
	Plumber Supervisor II (LG 17)	-0 -1,	, <u>1</u>			Š	52,851	
	riombor capervisor ir (20 17)		` •		•	•	32,001	
					Total:	\$	1,109,128	
Reasons for \	/acant Positions:	Pending Recr	uitment, Leave				.•	
Request Pern	nission to transfer appropriations a	s follows:			,			
From:		То:	. '				Amount	
	0-66320000-010-500100		0-66320000-018-5			\$	36,293	
10-046-46551	0-66320000-010-500100	10-046-46351	0-33720000-018-5	00106	•	\$	72,040	
sick leave, ex	e of Permanent Personnel Service tended leave of absence or pendid the legislative appropriation.						Δ	
Expenditure A	uthorization .							
Approval Req	uires:							1), 1,
Governor and	Council			Busine	ess Supervisor		flless	Cecur,
			•	Direct	or of Personnel	\prec	mus.	a guous
		•		^	izallaz	Ė	1100	<i>Co</i> '

Department: <u>Corrections</u>					·	Date:	November 27, 2018
Division of Expenditure Request:							_
Laundry			Estimated O		-	•	
		# Positions	Regular T	ime	Time	& One-Half	
		3	\$	2,928	\$	-	•
	Number		•				•
Estimated Vacant Positions:	3		•				
<u>Title & Labor Grade</u>		Number				gislative ropriation	•
Laundry Manager I (LG 13) Laundry Manager II (LG 15)	·	. 1 2			\$ \$	35,787 88,958	
				· Total:	\$	124,745	
Reasons for Vacant Positions:	Pending Reco	ruitment, Leave					
Request Permission to transfer appropriations	as follows:		•				
From:	To:				A	mount	
10-046-465510-66330000-010-500100	10-046-4655	10-66330000-018	-500106		\$	2,928	
Certification: Expenditure of Permanent Personnel Servi sick leave, extended leave of absence or pendwill not exceed the legislative appropriation.						·	
Expenditure Authorization	•		•				
Approval Requires: Governor and Council			Business Supe	ervisor	AM.	Dem	Mali
			Director of Per		h	NODLI 1	Rughes
			Comptroller			Oan	Cen_

Department:	Corrections	,	•	•			Date:	November 27, 2018
Division of Ex	penditure Request:	_					-	
<u>Kitchen</u>		-	# Positions		ated Overtime gular Time	Time	& One-Half	
		L					<u> </u>	
	•		14	\$	60,274	\$	•	
		<u>Number</u>						
Estimated Va	cant Positions:	14						
·	Title & Labor Grade		Number				gislative ropriation_	
	Chef II (LG 14) Supervisor III (LG 23)		13 1			\$ \$	575,377 65,412	
					. Total:	\$	640,789	
Reasons for	Vacant Positions:	Pending Recr	ultment, Leave				•	
Request Perr	mission to transfer appropriations	as follows:	.*					
From:		To:					mount	
	10-66340000-010-500100 10-66340000-010-500100		0-66340000-018- 0-33720000-018-			\$ \$	17,889 42,385	
sick leave, ex	ire of Permanent Personnel Serv ktended leave of absence or pen- ed the legislative appropriation.	ice appropriations ding recruitment.	s will be limited so If this request is	olely to pos approved,	itions vacant du total expenditur	e to es		
•				Signatur	re of Agelicy He	ad L)	·
Expenditure	Authorization	•				•		
Approval Rec	quires:			·,		ß	11.00	\bigcap /
Governor and	d Council	•		Busines	s Supervisor	4	yeu	Sylven
				Director	of Personnel	7	MALL	(XKJIENA)
				Comptro	oller	-	Van_	-Ceu

Department:	Corrections						Date:	November 27, 2018
Division of Ex	xpenditure Request:							_
<u>Warehouse</u>		. [ited Overtime]
	·	· l	# Positions	Reg	gular Time	Time	& One-Half	J
			5	\$	3,541	\$	-	
		Number						
Estimated Va	acant Positions:	5			•			
						Le	egislative	
	Title & Labor Grade		<u>Number</u>			_Ap	propriation	
	Stock Control Supervisor		1	•		s	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:	<u>Leave</u>						
Request Peri	mission to transfer appropriations	as follows:						
From:		To:					Amount	
10-046-4655	10-66350000-010-500100	10-046-4635	10-33720000-018	3-500106	•	\$	3,541	•
sick leave, ex	ire of Permanent Personnel Serv xtended leave of absence or pen ed the legislative appropriation.	ice appropriation	ns will be limited s	solely to pos s approved,	itions vacant du total expenditur	e to es		
				Signatur	re of Agency He	ad	A .	
Expenditure a	Authorization							
Approval Rec						ΛΛ	1	\wedge
Governor and				Rusines	s Supervisor	M	Aller.	Yeuli-
Governor and	<u> </u>				·		KANAII	(Alluder)
	•			Director	of Personnel			My mond
				Comptro	oller .		Van	Lev-

Department:	Corrections						Date:	November 27, 2018
	penditure Request:							
North End-Tra	ansitional Housing			Estimated C				
			# Positions	Regular	Time	Time	& One-Half	
			5	\$	14,594	\$	•	
•		<u>Number</u>				,		
Estimated Va	cant Positions:	. 5						
							gislative	
	Title & Labor Grade		<u>Number</u>			Арр	ropriation	•
	Corrections Officer (LG 14)		4			\$	231,228	
	Corrections Sergeant (LG 18)	1			\$	61,337	
					Total:	\$	292,565	
Reasons for \	Vacant Positions:	Pending Rec	ruitment, Leave					
Request Perr	nission to transfer appropriatio	ns as follows:				,		
From:		То:		•			Amount	
10-046-4645	10-71070000-010-500100	10-046-4645	10-71070000-018-	500106		\$	14,594	
sick leave, ex	re of Permanent Personnel Se tended leave of absence or pe d the legislative appropriation.	inding recruiting	ations will be limite nent. If this reque	st is approved, to	ions vacan otal expend	itures)	
t				0.9.4.0.00				٠.
Expenditure A	Authorization					•		Λ
Approval Rec	uires:	·	•			All		1/2/1
Governor and	Council			Business Sup	pervisor		rum	Munici
				Director of Pe	ersonnel	W	MARC	1 Knous
		*		Comptroller			Man	bu_

Department:	Corrections						Date:	November 27, 2018
	penditure Request:		·	Estimate	ed Overtime		·,	1
<u>Calumet-rran</u>	nsitional Housing		# Positions		ular Time	Time	& One-Half	
		·	8	\$	47,448		_	•
		Number	•					
Estimated Va	cant Positions:	8						
	Title & Labor Grade		Number				gistative .	
-	Corrections Officer (LG 14) Corrections Sergeant (LG		7 1			\$ \$	387,152 63,640	
•			,		Total:	\$	450,792	
Reasons for \	Vacant Positions:	Pending Rec	ruitment, Leave					
Request Perr	mission to transfer appropria	tions as follow	rs:					
From:		То:					Amount	
10-046-4645	10-78740000-010-500100	10-046-4645	10-78740000-018-	500106		\$	47,448	
sick leave, ex	re of Permanent Personnel S stended leave of absence or ad the legislative appropriation	pending recrui		est is approv				
Expenditure A	Authorization				·			
Approval Rec	quires:					an N	1.00	
Governor and	Council			Business	Supervisor	1141	Klun	Collins
				Director o	f Personnel	1	WWL.	(I KUOUS)
				Comptroll	er .		Dan	<u>Cere</u>

Department: Corrections						Date:	November 27, 2018
Division of Expenditure Request:							
Mental Health				ed Overtime	,		
	Į	# Positions	Regu	ular Time	Time	& One-Half	
		19	\$	166,494	\$	-	•
•	Number						
Estimated Vacant Positions:	19						
Title & Labor Grade		<u>Number</u>				egislative propriation	•
Clinical Mental Health Counselor (LG Corrections Counselor/Case Manager Psychiatric Social Worker (LG 23) Senior Psychiatric Social Worker (LG	(LG 20)	12 1 3 3			\$ \$ \$ \$	720,094 44,524 179,263 190,256	
,				Total:	\$	1,134,137	
Reasons for Vacant Positions:	Pending Red	cruitment, Leave					
Request Permission to transfer appropriations as fol	lows:			·			
From: .	To: .					Amount	,
10-046-465010-82310000-010-500100	10-046-4635	310-33720000-01	8-500106		\$	166,494	·
Certification: Expenditure of Permanent Personnel Service appsick leave, extended leave of absence or pending re will not exceed the legislative appropriation.					Zul	<u></u>	
Expenditure Authorization							
Approval Requires:	,			•	AN	$I_{i}\rho_{\alpha}$	
Governor and Council		•	Business	Supervisor	<u> 1</u> 11	Melli	~ (level
,	-		Director of	f Personnel	_	HARRIA	(LEJUOLIS)
			Comptrolle	er	_	Dan	Cou

Department:	Corrections						Date:	November 27, 2018
	penditure Request:	· _						
<u>Programs</u>				Estimated (
	•	L	# Positions	Regular	Time	Tim	e & One-Half	
			56	\$	425,164	\$	•	
		Number			•			•
Estimated Va	cant Positions:	56						
	Title & Labor Grade		<u>Number</u>				egislative opropriation	
	Chaplain I (LG 21) Corrections Counselor/Case Ma Educational Director (LG 26) Media Generalist I (LG 17) Teacher I (LG 18) Teacher II (LG 20) Teacher III (LG 22) TI College/Associate Professor (TI College Professor (LG 25)	(LG 22)	1 25 1 3 1 7 8 8		Total:	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	58,911 1,359,015 69,147 139,333 55,725 396,651 484,046 486,943 133,566 3,183,337	
Reasons for \	/acant Positions:	Pending Recru	itment, Leave	•				
Request Perm	nission to transfer appropriations	as follows:						-
From:		To:					Amount	
10-046-46901	0-82320000-010-500100	10-046-463510	-33720000-018-5	00106	•	\$	425,164	
sick leave, ext	e of Permanent Personnel Servic tended leave of absence or pend d the legislative appropriation.	ce appropriations ing recruitment. (will be limited sole If this request is a	ely to positions opproved, total of A	expenditure	s 744	ulıs_	
Expenditure A	uthorization							
Approval Requ	uires:					ΔI	1.0.	\bigcap_{i} /
Governor and	Council			Business Sup	ervisor	\mathcal{U}_{2}	Kleu	Genter
				Director of Pe	rsonnel	4	<u>rasser C</u>	! Kudus
				Comptroller	_		()an	_Ceu_

Department:	Corrections							Date:	November 27, 2018
Division of Ex	penditure Request:		•						
Medical-Dent	<u>al</u>			Es	timated O	vertime			
•		Ļ	# Positions		Regular 1	îme	Time	& One-Half	
			44	\$		312,849	\$	•	
•		Number							
Estimated Va	cant Positions:	44	•						
			٠					*	
٠,	Title & Labor Grade		<u>Number</u>	•				egislative propriation	
	Clinical Mental Health Coun	selor (LG 23)	1				s	46,770	
	Dental Assistant (LG 11)	,	3				S	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				Ş	251,312	
	Nutrition Consultant (LG 23) Prison Dental Office Superv		. 4				\$	64,202	
	Recreational Therapist II (LC	. ,	i				\$ \$	48,914 43,202	
	RN I (LG 21)	321)	4				\$	252,219	
	RN II (LG 21)		13				Š	928,759	
	RN III (LG 23)		9				Š	652,687	
	Senior Dentist (LG 35)		1				S	88,194	
						Total:	s	3,095,460	. •
Reasons for V	/acant Positions:	Pending Reco	ultment, Leave						
Request Perm	nission to transfer appropriati	ons as follows:			•				
From:		То:						Amount	
	0-82340000-010-500100 0-82340000-010-500100		0-82340000-018- 0-33720000-018-				\$ \$	121,016	•
10-040-40301	0-02340000-010-300100		U-33720000-016-	-	0		3	191,833	•
sick leave, ext	e of Permanent Personnel Stended leave of absence or post the legislative appropriation	ending recruitm	tions will be limite ent. If this reque	ed sole st is a Sign	oproved, to	ions vacai otal expen	nt due diture	to s	
Expenditure A	uthorization								
Approval Requ	uires:						M.	/ /	\bigcap /
Governor and	Council			Busin	ess Supe	rvisor	144	fller	is Cleube
				Direc	tor of Pers	onnel _	X	MIL	(Kudus)
				Comp	otroller		. (arm	(b)

Department:	Corrections						Date:	November 27, 2018
Division of Ex	rpenditure Request:							
	reatment Program	•		Estim	ated Overtime			•
1.00.00111.01			# Positions		gular Time	Time	& One-Half	
			24	\$	139,307	\$	-	
	•	Number		•				
	•	<u>ivaniber</u>						
Estimated Va	cant Positions:	24					•	
	·				•			
	Title & Labor Grade		Number				egislative propriation	
	THAT OF BELLAND COLUMN							•
	Clinical Mental Health Couns	elor (LG 23)	2			\$.	119,724	
	Corrections Officer (LG 14)		9			\$	462,728	
•	Corrections Sergeant (LG 18)	. з		·	\$	167,621	
	Nursing Coordinator (LG 27)	•	1			S	96,865	
•	Psychiatric Social Work (LG	231	1			s	57,259	
	Recreational Therapist II (LG		1			\$	59,324	
		211	6			\$		
	RN III (LG 23)		6				467,797	
	Teacher II (LG 20)		1			\$	58,356	
					· Total:	\$	1,489,674	
Reasons for \	Vacant Positions:	Pending Re	cruitment, Leave	•				
Request Perr	nission to transfer appropriatio	ns as follows:						
Modacott on	model to device appropriate							
From:	•	То:		•	,		Amount	
10-046-4650°	10-82350000-010-500100	10-046-4650)10-82350000-0 ⁻	18-500106	•	\$	139,307	
sick leave, ex	re of Permanent Personnel Se dended leave of absence or pe d the legislative appropriation.	nding recruitme		st is approve			Δ	
Expenditure A	Authorization							
Approval Rec	quires:					A	1.1.	()
Governor and	d Council	. -		Busines	s Supervisor	<u> </u>	yeu	Meur
				Director	of Personnel	4	me.	([Guelis)
				Comptro	oller		Dan	-Ceu

Department:	Corrections		•				Date:	November 27, 2018
Division of Ex	penditure Request:					•		
Pharmacy				Estimated	Overtime			
			# Positions		ar Time	Time	& One-Half	
			8	\$	24,633	\$		
		Number		•				
Estimated Va	cant Positions:	8						·
	Title & Labor Grade		Number		÷	Le App	egislative propriation	•
	Chief Pharmacist (LG 30) Pharmacist (LG 27) Pharmacy Technician (LG 10)		1 3 4			\$ \$ \$	113,056 294,525 147,816	
					Total:	\$	555,397	
Reasons for \	/acant Positions:	Pending Rec	cruitment, Leave					
Request Pern	nission to transfer appropriations	as follows:						
From:	•	To:					Amount	
10-046-46501	0-82360000-010-500100	10-046-4635	10-33720000-018	3-500106		\$	24,633	
sick leave, ex	re of Permanent Personnel Servitended leave of absence or pend d the legislative appropriation.				otal expenditu		.	
Expenditure A	authorization							
Approval Req	uires:					all	1.00	0, 1
Governor and	Council			Business Su	pervisor	1/VL	lfly	Glylla
				Director of P	Personnel	A	assig	afficients
				0		· ((h)	(]

Department: <u>Corrections</u>		,				Date:	November 27, 2018
Division of Expenditure Request: <u>District Offices</u>	· _	-··-	Estimated	Overtime		<u>:</u>	1
District Onices		# Positions	Regular		Time	& One-Half	i
		55	\$	121,346			
· :	Number ·		•				
Estimated Vacant Positions:	55						
Title & Labor Grade		<u>Number</u>				gislative ropriation	
Probation & Parole Officer I Probation & Parole Officer I Probation & Parole Officer I	I (LG 22)	3 43 9		Total:	\$ \$ \$	181,278 3,099,108 756,257 4,036,643	·
Reasons for Vacant Positions:	Pending Recruitme	nt Leave				•	·
Request Permission to transfer expenditu	ires as follows:					•	·
From:	То:					Mount	
10-046-464510-83020000-010-500100	10-046-463510-337	20000-018-500	106		\$	121,346	
Certification: Expenditure of Permanent Personnel sick leave, extended leave of absence or will not exceed the legislative appropriation	pending recruitment	ns will be limited i. If this request	I solely to positi- is approved, to Signature of A	tal expendi	tures صلر		
Expenditure Authorization							
Approval Requires:					M	1.0.	\bigcap I
Governor and Council		•	Business Sup	ervisor	NV	Illes	r leylo
			Director of Pe	rsonnel	L	DSS 1	akholis
			Comptroller			Dan	-Colu_

Department:	Corrections						Date:	November 27, 2018
Division of Ex	cpenditure Request:							•
Security & Tr				Estim	ated Overtime			
	 -	-	# Positions	. Reg	ular Time	Time	& One-Half	
			3	\$	3,426	\$	-	
		. <u>Number</u>	•		-			
Estimated Va	cant Positions:	3						
	Title & Labor Grade		Number				gislative propriation	•
	Corrections Lieutenant (LG Corrections Sergeant (LG		1 · 2			\$ \$	66,024 118,375	
					Total:	\$	184,399	`
Reasons for '	Vacant Positions:	<u>Leave</u>						
Request Perr	mission to transfer appropri	ations as follows	s: ,		·			
From:		To:					mount	
10-046-4615 ⁻	10-83600000-010-500100	10-046-46151	0-83600000-018	-500106		\$	3,426	
sick leave, ex	re of Permanent Personnel dended leave of absence o d the legislative appropriati	r pending recrui						
		·		Signature	of Agency Hea	ad ad		
Expenditure A	Authorization							
Approval Req	uires:					MI	1	\bigcap /
Governor and	Council		<u>.</u> .	Business	Supervisor		Hum	Cleute
				Director o	of Personnel	S	MIL	ldudes
				Comptrol	ler		Da	-1Ceu_

Division of Expenditure Request: Northern NH Correctional Folty Regular Time Time & One-Half	Department: Corrections					Date:	November 27, 2018
# Positions Regular Time Time & One-Half 1 \$ 25,076 \$ Number			<u> </u>	Estim	ated Overtime		, ר
Estimated Vacant Positions: 1 Title & Labor Gradg Number Number 1 1 \$ 108,961 Total: \$ 108,961 Reasons for Vacant Positions: Pending Recruitment Request Permission to transfer appropriations as follows: From: To: 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. Expenditure Authorization Approval Requires: Governor and Council Business Supervisor Director of Personnel Amult Legislative Appropriation Amount Stories Amount Stories Amount Stories Amount Stories Amount Amount Amount Stories Amount Amult Amultication Approval Requires: Governor and Council			# Positions	Reg	ular Time	Time & One-Hal	f
Estimated Vacant Positions: 1 Title & Lebor Grade Number Number Appropriation Warden 1 \$ 108,961 Total: \$ 108,961 Reasons for Vacant Positions: Request Permission to transfer appropriations as follows: From: To: Amount 10-046-463510-33730000-011-500126 10-046-463510-33730000-018-500106 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. Expenditure Authorization Approval Requires: Governor and Council Business Supervisor Director of Personnel Add Authorization Approval Requires: Governor and Council	· .		1	\$	25,076	\$	•
Title & Labor Grade Mumber 1 \$ 108,961 Total: \$ 108,961 Reasons for Vacant Positions: Pending Recruitment Request Permission to transfer appropriations as follows: From: To: Amount 10-046-463510-33730000-011-500126 10-046-463510-33730000-018-500106 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. Expenditure Authorization Approval Requires: Governor and Council Business Supervisor Director of Personnel Amuut Approval Amount Amount State Amount Director of Personnel Amount Amount Amount Amount Amount Director of Personnel Amount Amount Amount Amount Amount Director of Personnel Amount Amount Amount Amount Director of Personnel Amount Amount		<u>Number</u>		•			
Title & Labor Grade Warden 1 \$ 108,961 Total: \$ 108,961 Reasons for Vacant Positions: Pending Recruitment Request Permission to transfer appropriations as follows: From: To: Amount 10-046-463510-33730000-011-500126 10-046-483510-33730000-018-500106 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. Expenditure Authorization Approval Requires: Governor and Council Business Supervisor Director of Personnel	Estimated Vacant Positions:	1		•			
Reasons for Vacant Positions: Pending Recruitment Request Permission to transfer appropriations as follows: From: To: Amount 10-048-463510-33730000-011-500126 10-048-463510-33730000-018-500106 \$ 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. Expenditure Authorization Approval Requires: Governor and Council Business Supervisor Director of Personnel	Title & Labor Grade		Number		:	_	-
Reasons for Vacant Positions: Pending Recruitment Request Permission to transfer appropriations as follows: From: To: Amount	Warden		1 '		٠.	\$ 108,961	
Request Permission to transfer appropriations as follows: From: To: 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. Expenditure Authorization Approval Requires: Governor and Council Business Supervisor Director of Personnel		•		•	Total:	\$ 108,961	
From: To:	Reasons for Vacant Positions:	Pending Recru	<u>itment</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. Expenditure Authorization Approval Requires: Governor and Council Business Supervisor Director of Personnel	Request Permission to transfer appropriations as	follows:			•		
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	From:	To:				Amount	. •
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	10-046-463510-33730000-011-500126	10-046-463510	-33730000-018	-500106	•	\$ 25,076	3
Approval Requires: Governor and Council Business Supervisor Director of Personnel Approval Requires:	Expenditure of Permanent Personnel Service sick leave, extended leave of absence or pending	appropriations was recruitment. If	ill be limited soluthis request is a	ely to posit pproved, to	ions vacant due	e to es	•
Approval Requires: Governor and Council Business Supervisor Director of Personnel Approval Requires:			•	Signature	e of Agendy He	ad	-
Governor and Council Business Supervisor Millen Denti- Director of Personnel Director of Personnel	Expenditure Authorization	•				1	
Director of Personnel harrie distudis				Business	Supervisor	Allebon	Doube
Comptroller Dan Cour				•	•	Lassi	akudis
				Comptrol	ller	Dan	Con

Department: Corrections						D	ate:	November 27, 2018
Division of Expenditure Request: Professional Standards				Estimated Over	dime		· · ·	
Fibressional Standards		# Position	s .	Regular Time		Time &	One-Half	
		1	. \$	14	,778	\$	-	
	Number					•		
Estimated Vacant Positions:	1		٠.				•	
Title & Labor Grade		Number					slative	
Director of Professional St	andards	1			•	\$	94,631	
				Т	Total:	\$	94,631	
Reasons for Vacant Positions:	Pending Recru	<u>itment</u>						
Request Permission to transfer appropria	itions as follows:					,		
From:	To: ,					An	nount	
10-046-462510-59290000-011-500126	10-046-462510)-592 <mark>90000-</mark> 0	18-500	106		\$	14,778	
Certification: Expenditure of Permanent Personnel sick leave, extended leave of absence or will not exceed the legislative appropriation	pending recruitn							
			Si	gradure of Agent	y Hea		<u>, , , , , , , , , , , , , , , , , , , </u>	
Expenditure Authorization	•							
Approval Requires:						PM	1.1.	\bigcap_{α} /
Governor and Council	•	-	В	siness Superviso	or _		Eller	Mulh
		•	· Di	rector of Personn	nel _	1	ano	U. Budla
			Co	emptroller	-		Dan	Chu

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 <u>Workmen's Compensation</u>. 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.

- 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).
- Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.