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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Bob Mullen
Director

May 14, 2013

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

REQUESTED ACTION

Pursuant to the provisions of Administrative Rule 316.13 (a) (5), authority is requested to pay overtime in the amount of \$131,000.00 for permanent personnel from Class 10 appropriations for positions that are vacant due to illness, extended leaves of absence, or pending recruitment at the New Hampshire Department of Corrections. The \$131,000.00 represents an estimate of additional funds needed for pay period 26 of state fiscal year 2013. 100% General Funds

EXPLANATION

The requested overtime expenditures from Class 10 Personnel Services accounts, represents payments made to permanent personnel for overtime hours worked to provide correctional supervision and security for inmates, and ensure public safety at the Department of Corrections facilities when there are critical vacancies due to sickness, extended leaves of absence, or pending recruitments. The Department of Corrections requests an overtime transfer for actual expenditures not to exceed \$131,000.00

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

Respectfully Submitted,

A handwritten signature of William L. Wrenn in black ink.

William L. Wrenn
Commissioner

Expenditure Request-Overtime Permanent Personnel ServicesDepartment: CorrectionsDate: May 14, 2013Division of Expenditure Request:
NHSP/M - Security

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
24	\$ 100,000	\$ -

Number

Estimated Vacant Positions:

24

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Corrections Corporal (LG 16)	4	\$ 202,259
Corrections Officer (LG 14)	19	\$ 838,513
Corrections Sergeant (LG 18)	1	\$ 53,028

Reasons for Vacant Positions: Pending Recruitment

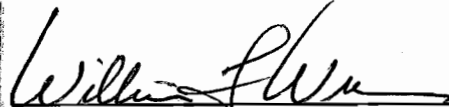
Total: \$ 1,093,800

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-046-4630-71200000-010-500100	10-046-4645-51720000-018-500106	\$ 7,000
10-046-4630-71200000-010-500100	10-046-4650-58330000-018-500106	\$ 5,000
10-046-4630-71200000-010-500100	10-046-4625-59290000-018-500106	\$ 5,000
10-046-4630-71200000-010-500100	10-046-4645-71060000-018-500106	\$ 4,000
10-046-4630-71200000-010-500100	10-046-4630-71200000-018-500106	\$ 74,000
10-046-4630-71200000-010-500100	10-046-4630-71400000-018-500106	\$ 3,000
10-046-4630-71200000-010-500100	10-046-4615-83600000-018-500106	\$ 2,000

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

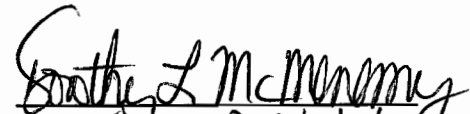
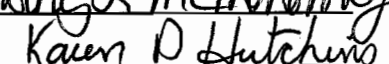
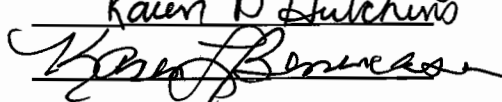
Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller

Expenditure Request-Overtime Permanent Personnel ServicesDepartment: CorrectionsDate: May 14, 2013Division of Expenditure Request:
Berlin Prison (NCF)

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
18	\$ 31,000	\$ -

Number

Estimated Vacant Positions: 18

Title & Labor GradeNumberLegislative
Appropriation

Chef II (LG 14)	1	\$ 40,639
Corrections Corporal (LG 16)	3	\$ 144,442
Corrections Lieutenant (LG 21)	1	\$ 63,229
Corrections Officer (LG 14)	13	\$ 600,735

Reasons for Vacant Positions: Pending Recruitment

Total: \$ 849,045

Request Permission to transfer appropriations as follows:

From:	To:	Amount
10-046-4680-82500000-010-50010	10-046-4630-71030000-018-500106	\$ 6,000
10-046-4680-82500000-010-50010	10-046-4660-71110000-018-500106	\$ 17,000
10-046-4680-82500000-010-50010	10-046-4680-82500000-018-500106	\$ 8,000

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

