



New Hampshire Veterans

Home

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June 3, 2013

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

REQUESTED ACTION

Pursuant to the provisions of Administrative Rule 316:13 a (5), the New Hampshire Veterans Home respectfully requests authorization to pay \$ 84,000. in overtime/holiday for permanent personnel services out of salaries for critical care vacant positions due to pending recruitment for the period April 1, 2013, through June 30, 2013.

EXPLANATION

In compliance with Administrative Rule 316:13, that allows for the payment of overtime/holiday/temporary to cover direct care positions that are vacant due to sick leave, extended leave of absence or pending recruitment, the Veterans Home wishes authorization to expend such funds. The New Hampshire Veterans Home has experienced vacancies in authorized permanent critical care nursing positions for which substitutions have been and must be provided in order for the Home to operate safely, provide nursing oversight and care for the residents. The Home has had to expend funds from authorized overtime/holiday/temporary allocations at a greater than anticipated rate as a result of increased use of sick time/FMLA/W/C and or emergency annual on a bi-weekly basis of approximately 1,200 hours. Approval of this request for \$ 84,000 neither increases nor decreases the total departmental budget.

Respectfully Submitted,

Margaret D. LaBrecque
Commandant

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Form A-29

EXPENDITURE REQUEST - OVERTIME PERMANENT PERSONNEL SERVICES

Department: NEW HAMPSHIRE VETERANS HOME
Division Expenditure Request:

Date: June 3, 2013

Overtime Expended for Pay Periods 01-26

	<u>FTE's</u>	<u>Regular Time</u>	<u>Time & One Half</u>
05-43-43-0430010-53590000	7		\$84,000

Estimated Vacant Positions

<u>Title and Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
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(See Attached Summary Sheets)

Reasons for Vacant Positions: Permanent personnel on sick leave
Vacancies in permanent personnel positions

Certification:

Expenditures 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.

Margaret D. LaBreeque
Signature of Agency Head

Expenditure Authorization:

Recommended:
Business Supervisor [Signature]

Approval Requires:

Director of Personnel [Signature]

Governor and Council

[Signature]
Comptroller

Source: #2235, eff. 12/30/82