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MAC

Lori A. Shibette
Commissioner

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

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September 18, 2020

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2021 funds to Eva Reinemann, Sr General Counsel Specialist, in the amount of \$1159.17. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2020. The funds to be paid will be fifty-five percent (55%) General Funds, forty one (41%) Federal and four percent (4%) agency income (recovery admin fees). Funds are available in the following account as follows:

05-95-95-952010-5680 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:OFFICE OF THE COMMISSIONER;LEGAL & REGULATORY SERVICES;GENERAL COUNSEL

Employee Name	Class/ Object	Class Title	Job Number	Amount
Eva Reinemann	010-500100	Personal Services-Perm. Class.	95200007	\$1159.17
Eva Reinemann	060-500601	FICA (Permanent)	95200007	\$71.87
Eva Reinemann	060-500604	Employee Retirement (Permanent)	95200007	\$138.29
Eva Reinemann	060-500631	Medicare Coverage (Permanent)	95200007	<u>\$16.81</u>
Total				<u>\$1386.14</u>

EXPLANATION

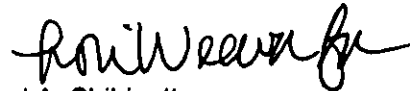
This request is made retroactively because Ms. Reinemann was due compensation in State Fiscal Year 2020 that was not paid. The administrative error was not discovered until State Fiscal Year 2021. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Reinemann received an annual performance evaluation and was approved to receive an increment from step 5 to step 6 on March 30, 2020. Through administrative error her

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promotion was not processed and she is due pay from March 30, 2020 through August 27, 2020. The total amount of the retroactive payment due to Ms. Reinemann is \$1974.21. This request for \$1159.17 is for the portion due to Ms. Reinemann for FY20. 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. Reinemann.

Respectfully submitted,



Lori A. Shibinette
Commissioner