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

Nicholas A. Toumpas  
Commissioner

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Director

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May 30, 2013

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

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, Bureau of Human Resource Management to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2013 funds to Martin Bolduc, Youth Counselor II, Division of Juvenile Justice Services in the amount of \$1,395.68. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2012. The funds to be paid will be sixty-seven percent (67%) General Funds and thirty-three percent (33%) Federal. Funds are available in the following accounts as follows:

**EXPLANATION**

**05-95-41-412010-5817 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS  
HHS: JUVENILE JUSTICE SERV, YOUTH DEVELOPMENT CENTER, REHABILITATIVE  
EDUCATION**

| Employee Name | Class/ Object | Class Title                     | Job Number | Amount                   |
|---------------|---------------|---------------------------------|------------|--------------------------|
| Martin Bolduc | 010-500100    | Personal Services-Perm. Class.  | 41112008   | \$1,395.68               |
| Martin Bolduc | 060-500601    | FICA (Permanent)                | 41112008   | \$87.00                  |
| Martin Bolduc | 060-500604    | Employee Retirement (Permanent) | 41112008   | \$154.00                 |
| Martin Bolduc | 060-500631    | Medicare Coverage (Permanent)   | 41112008   | <u>\$20.00</u>           |
|               |               | <b>Total</b>                    |            | <u><u>\$1,656.68</u></u> |

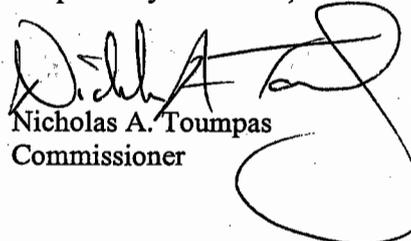
This request is made retroactively because Mr. Bolduc was due compensation in State Fiscal Year 2012 that was not paid. The administrative error was not discovered until State Fiscal Year 2013. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Mr. Bolduc was due to receive an increment on August 1, 2011. Through administrative error his increment was not processed and he is due pay from August 1, 2011 through June 14, 2012. This error was just

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May 30, 2013  
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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 Mr. Bolduc.

Respectfully submitted,



Nicholas A. Toumpas  
Commissioner

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 HHS: JUVENILE JUSTICE SERV, YOUTH DEVELOPMENT CENTER, REHABILITATIVE EDUCATION

| Employee Name | Class/ Object | Class Title                     | Job Number | Amount     | Percent |
|---------------|---------------|---------------------------------|------------|------------|---------|
| Martin Bolduc | 010-500100    | Personal Services-Perm. Class.  | 41112008   | \$1,395.68 |         |
| Martin Bolduc | 060-500601    | FICA (Permanent)                | 41112008   | \$87.00    | 0.062   |
| Martin Bolduc | 060-500604    | Employee Retirement (Permanent) | 41112008   | \$154.00   | 0.1105  |
| Martin Bolduc | 060-500631    | Medicare Coverage (Permanent)   | 41112008   | \$20.00    | 0.0145  |
| Total         |               |                                 |            | \$1,656.68 |         |