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

Nicholas A. Toumpas
Commissioner

Mark Bussiere
Director

BUREAU OF HUMAN RESOURCE MANAGEMENT

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July 17, 2014

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

REQUESTED ACTION

100% General funds

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) 2015 funds to Lyanne Vigneault, Youth Counselor II, Sununu Youth Services Center in the amount of \$5,034.94. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2013 and 2014. The funds to be paid will be one hundred percent (100%) General Funds. Funds are available in the following account as follows:

**05-95-42-421510-7916 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
 HHS: HUMAN SERVICES, SUNUNU YOUTH SERVICES CENTER, REHABILITATIVE PROGRAMS**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Lyanne Vigneault	010-500100	Personal Services-Perm. Class.	42151601	\$5,034.94
Lyanne Vigneault	060-500601	FICA (Permanent)	42151601	\$312.00
Lyanne Vigneault	060-500604	Employee Retirement (Permanent)	42151601	\$352.00
Lyanne Vigneault	060-500631	Medicare Coverage (Permanent)	42151601	<u>\$73.00</u>
		Total		<u><u>\$5,771.94</u></u>

EXPLANATION

This request is made retroactively because Ms. Vigneault was due compensation in State Fiscal Year 2013 and 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2014. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Vigneault was due to receive a promotion to Youth Counselor on May 24, 2013. Due to difficulty in getting the required documents required this promotion was not processed at that time and she is due pay from May 24, 2013 through June 26, 2014. This error was just recently brought to the attention of the Bureau of

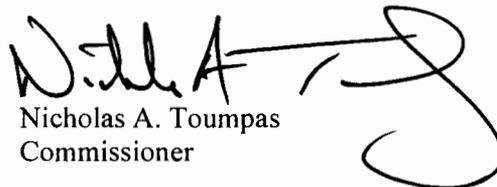
Her Excellency, Governor Margaret Wood Hasan
and the Honorable Council

August 12, 2014

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Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Vigneault.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner

**05-95-42-421510-7916 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS:HUMAN SERVICES, SUNUNU YOUTH SERVICES CENTER, REHABILITATIVE PROGRAMS**

Employee Name	Class/ Object	Class Title	Job Number	Amount	Percent
Lyanne Vigneault	010-500100	Personal Services-Perm. Class.	42151601	\$5,034.94	
Lyanne Vigneault	060-500601	FICA (Permanent)	42151601	\$312.00	0.062
Lyanne Vigneault	060-500604	Employee Retirement (Permanent)	42151601	\$352.00	0.07
Lyanne Vigneault	060-500631	Medicare Coverage (Permanent)	42151601	\$73.00	0.0145
Total				<u>\$5,771.94</u>	