



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER

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SJW

JOHN J. BARTHELMES
COMMISSIONER

March 31, 2014

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 Department of Safety, Division of State Police, requests authorization to pay overtime in the amount of \$20,000.00 for permanent personnel from class 10 appropriations for positions that are vacant due to illness, extended leaves of absence, or pending recruitment at State Police Communications. The \$20,000.00 represents the estimate of additional funds needed for the pay periods covering March 7, 2014 through June 12, 2014 of state fiscal year 2014. Effective upon Governor and Council approval through June 30, 2014. Funding Source: 100% Highway Funds

Explanation

The requested overtime expenditures from Class 10, Personnel Services accounts, represent payments made to permanent personnel for overtime hours worked while conducting State Police Communications (Dispatch) during critical vacancies due to sickness, extended leaves of absence, or pending recruitments. The Department of Safety, Division of State Police, Communications, requests an overtime transfer for actual expenditures not to exceed \$20,000.00.

The New Hampshire State Police Communications Unit dispatches for seven Troops in addition to our Marine Patrol within the Division of State Police. The seven troops are dispatched 24 hours a day, 7 days a week. Marine Patrol is dispatched for at least 17 hours a day, 7 days a week during the boating season. Each Troop requires one dispatcher at all times. In addition to the Dispatcher, the IPOC (Incident Planning and Operations Center) also has a Communications Supervisor on duty 24/7.

Currently, State Police Communications has six (6) full time vacancies. The average recruitment-to-hire time has been roughly five to eight months, not including training prior to assuming any full time shifts.

The above requested action is to cover the expenses incurred for SFY 2014 and any additional expenditure for the remainder of SFY 2014 through June 12, 2014 based on the number of full time vacancies, unanticipated illness, leave, and pending recruitment. This request is made in accordance with applicable law. The A-29 form is attached to support this request.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

Expenditure Request-Overtime Permanent Personnel Services

Department: Safety

Date: March 19, 2014

Division of Expenditure Request:
State Police Communications

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
3	\$	- \$ 20,000.00

Number

Estimated Vacant Positions: 3

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Police Communications II	LG 11	\$ 7,612
Supervisor I	LG 19	\$ 17,528
Total:		\$ 25,140

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
15-023-2340-29270000-010-500100	015-023-2340-29270000-018-500106	\$ 20,000

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

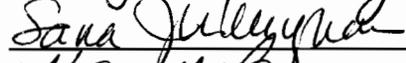
Approval Requires:

Governor and Council _____

Business Supervisor

Director of Personnel

Comptroller


NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Adm 316.11 Check the Monthly Computer Statements. Upon receipt of all regular computer monthly statements, please immediately check these statements with your records, and notify the bureau of accounting of any differences on the "Green Sheet" or Form A-2 "Report of Appropriation Over Expenditure".

Source. #2235, eff 12-30-82

Adm 316.12 Workmen's Compensation. Authority for the commissioner to pay such sums as may be awarded under chapter 281 to employees from legislative appropriations and if sufficient funds are not appropriated the governor may draw his warrant on funds not otherwise appropriated provided that payments made to employees paid from the highway fund, the fish and game fund, or special fund shall be a charge against the appropriate fund and that payment made to employees from other funds shall be a charge upon the general fund.

Adm 316.13 Policy Governing Vacant Permanent Positions.

(a) Charges to Permanent Personnel Services or use of the Salary Adjustment Fund to cover vacant positions shall be subject to the following rules and regulations:

(1) Limited to vacant positions due to sick leave, extended leave of absence, or pending recruitment.

(2) Limited to temporary employees only.

(3) Recruitment shall be made by a temporary C&D form approved by the department of personnel at a rate of compensation to be determined by personnel.

(4) Manifest for payment shall be substantiated by an attached identification by position number of the vacant positions so covered.

(5) Payment of overtime to cover vacant positions due to sick leave, extended leave of absence, or pending recruitment shall be subject to prior approval by the governor and council. Form A-29. (See Appendix A)

PART Adm 317 PREPARATION AND SUBMISSION OF ANNUAL REPORTS

Adm 317.01 General Requirements. The purpose of this section is to provide the governor and council with agency annual reports.

1. All agencies, as listed below, shall submit their annual reports on the dates and times indicated thereon (white paper, size 8 1/2 x 11, if not commercially printed).
2. Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.