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

Jeffrey A. Meyers
Commissioner

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November 4, 2016

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) 2017 funds to Paul Duclos, Youth Counselor III, at the Sununu Youth Services Center in the amount of \$1,265.40. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2016. The funds to be paid will be 100% General Funds.

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

Employee Name	Class/Object	Class Title	Job Number	Amount
Paul Duclos	010-500100	Personal Services-Perm. Class.	42151601	\$1,265.40
Paul Duclos	060-500601	FICA (Permanent)	42151601	\$78.00
Paul Duclos	060-500604	Employee Retirement (Permanent)	42151601	\$156.00
Paul Duclos	060-500631	Medicare Coverage (Permanent)	42151601	<u>\$18.00</u>
Total				<u>\$1,517.40</u>

EXPLANATION

This request for a **retroactive** payment of wages to Paul Duclos is due to not having received a completed performance evaluation from the employee's supervisor which was previously necessary in order to process an increment through Department of Health and Human Services payroll.

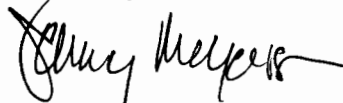
This process changed with the new Collective Bargaining Agreement which now enables increments to be processed without a performance evaluation being submitted by an employee's supervisor. This change now allows our payroll office to process increments that have been overdue

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by informing supervisors that their employees' increment must be paid with or without a completed evaluation.

The Bureau of Human Resource Management is making every attempt to send out notices to this effect in order to ensure all Department employee increments are current and up to date. Upon receiving this notification, supervisors must either submit the performance evaluation or a form indicating when the evaluation will be completed. This information is then sent to the Commissioner's office as well as the respective Program Director at the end of each pay period. Additionally, the Department of Health and Human Service's payroll office is now able to send reminders to supervisors 30 – 60 days prior to the due date of a performance evaluation (whether or not an increment is due) that must be completed for one of their employees.

Respectfully submitted,



Jeffrey A. Meyers
Commissioner