



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

May 29, 2013

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 \$15,000.00 for permanent personnel from class 10 appropriations for positions that are vacant due to illness, extended leaves of absence, or pending recruitment at NH Hospital Security. The \$15,000.00 represents the estimate of additional funds needed for the pay periods covering May 3, 2013 through June 13, 2013 of state fiscal year 2013. Effective upon Governor and Council approval through June 30, 2013. Funding Source: 100% Transfers from other Agencies.

Explanation

The requested overtime expenditures from class 10, Personnel Services accounts, represent payments made to permanent personnel for overtime hours worked in order to provide the security needed to the patients/residents, employees, volunteers, and visitors to provide a safe and secure environment at the NH Hospital during critical vacancies due to sickness, extended leaves of absence, or pending recruitments. The Department of Safety, Division of State Police, NH Hospital Security requests an overtime transfer for actual expenditures not to exceed \$15,000.00.

NH Hospital Security has lost four (4) out of eight (8) employees in the past year. The average recruitment-to-hire time has been roughly five to eight months, not including training prior to assuming any full time shifts. NH Hospital Security are required to provide 24/7 coverage, including psychiatric emergencies and transporting patients statewide, which is the reason for the unanticipated overtime.

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: May 29, 2013

Division of Expenditure Request:
Detectives

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half

5	\$	15,000	\$	-
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Number

Estimated Vacant Positions: 5

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Security Officer II	3	\$ 66,062
Security Officer III	2	\$ 30,480
Total:		\$ 96,542

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>
10-023-2340-42150000-010-500100	010-023-2340-42150000-018-500106	\$ 15,000

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



