



New Hampshire
Employment
Security

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ADMINISTRATIVE OFFICE

32 SOUTH MAIN STREET
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

February 21, 2013

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

Retroactive

Requested Action

To authorize New Hampshire Employment Security to make a one-time, retroactive payment from SFY2013 funds to Michelle Clark for wages earned not paid for the period of August 19, 2011 through June 30, 2012, upon Governor and Council approval. 100% Federal Funds

Funding is available in account titled, Employment Security as follows:

	FY 2013
10 - 027 - 80400000 - 010 - 500100 Personal Services-Permanent Employee	\$ 11,497.13
10 - 027 - 80400000 - 060 - 500601 FICA	\$ 712.82
10 - 027 - 80400000 - 060 - 500631 Medicare	\$ 166.71
10 - 027 - 80400000 - 060 - 500604 Retirement	\$ 1,158.91

Explanation

NHES is requesting authority to pay an employee for wages earned not paid from August 19, 2011 through June 30, 2012. This request relates to a reduction-in-force action in 2011, where this employee took an involuntary demotion effecting her earnings. Subsequently, the reduction-in-force action for this employee was reversed based on a further review of the process utilized in 2011. The Department has reinstated Ms. Clark to a position at NHES with the seniority, status and pay equal to that which she had when the Department implemented the 2011 reduction-in-force.

A copy of the Division of Personnel's approval is attached to this request. The Office of the Attorney General supports this request as evidenced by the attached letter.

The Department respectfully requests retroactive payment to Ms. Clark for wages earned.

Respectfully submitted,

George N. Copadis
Commissioner

Revels, Jill

From: Peterson, Kristin
Sent: Wednesday, February 20, 2013 4:27 PM
To: Revels, Jill
Subject: FW: Retroactive Payroll Transaction - NHES

From: Hutchins, Karen D
Sent: Wednesday, February 20, 2013 4:21 PM
To: Peterson, Kristin
Cc: Copadis, George
Subject: RE: Retroactive Payroll Transaction - NHES

Yes, your request is approved.

Karen Hutchins

Karen D. Hutchins
Director of Personnel
25 Capitol Street
Concord, NH 03301
Phone - (603) 271-3261
Fax - (603) 271-1422

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From: Peterson, Kristin
Sent: Wednesday, February 20, 2013 4:15 PM
To: Hutchins, Karen D
Cc: Copadis, George
Subject: Retroactive Payroll Transaction - NHES

Director Hutchins,

I am writing to request your approval to process the retroactive payroll transaction for our employee, Michelle M. Clark. Please be advised that the retroactive amount has been validated by the DAS Bureau of Accounts.

Your consideration of this request is appreciated.

Sincerely,

Kristin E. Peterson
HR Coordinator
NH Employment Security
(603) 228-4059

2/21/2013

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

MICHAEL A. DELANEY
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

February 13, 2013

Commissioner George Copadis
New Hampshire Employment Security
32 South Main Street
Concord, New Hampshire 03301

Re: *Clark, Michelle v. NH Department of Employment Security*
Personnel Appeals Board, Docket No. 2012-O-001

Dear Commissioner Copadis:

As you know this office represents New Hampshire Employment Security in the above docketed appeal of Michelle Clark before the Personnel Appeals Board (Board). A rescheduled prehearing conference was held on February 6, 2013. At that hearing, and based on our advice, our office provided a letter from you to Ms. Clark and filed the same letter with the Board. This letter was recommended by this office and advised that you were reinstating Ms. Clark to a position at the Department with the seniority, status and pay equal to that which she had when the Department implemented the 2011 mandated reduction in force. It was also our advice that Ms. Clark be paid any salary loss that resulted from her demotion during the period of August 19, 2011 until February 7, 2013.

Based upon the representation made to the Board by this office, Ms. Clark indicated she would withdraw her appeal.

Sincerely,

Lynmarie C. Cusack
Assistant Attorney General
Civil Bureau
(603) 271-3675
Fax: (603) 223-6208

LCC/lcc
865375