



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

Nicholas A. Toumpas
Commissioner

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Director

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October 21, 2014

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

Retroactive

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) 2015 funds to Michael Cassidy, Youth Counselor II, Division of Juvenile Justice Services in the amount of \$952.51. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 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
Michael Cassidy	010-500100	Personal Services-Perm. Class.	42151601	\$952.51
Michael Cassidy	060-500601	FICA (Permanent)	42151601	\$59.00
Michael Cassidy	060-500604	Employee Retirement (Permanent)	42151601	\$117.00
Michael Cassidy	060-500631	Medicare Coverage (Permanent)	42151601	\$14.00
Total				\$1,142.51

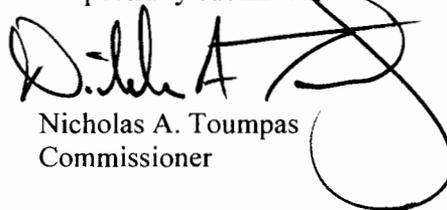
EXPLANATION

This request is made retroactively because Mr. Cassidy was due compensation in State Fiscal Year 2014 that was not paid. The administrative error was not discovered until State Fiscal Year 2015. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Mr. Cassidy was due to receive a promotion to Youth Counselor III on December 10, 2013. Through administrative error his promotion was not processed and he is due pay from December 10, 2013 through June 12, 2014. This error was just recently brought to the attention of the Bureau of Human Resource Management. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Mr. Cassidy.

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October 21, 2014
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Respectfully submitted,



Nicholas A. Toumpas
Commissioner

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HHS: HUMAN SERVICES, SUNUNU YOUTH SERVICES CENTER, REHABILITATIVE PROGRAMS**

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