



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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October 6, 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 Melissa Simmons, Juvenile Probation & Parole Officer, Division of Children, Youth & Families in the amount of \$965.15. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2016. The funds to be paid will be thirty-two percent (32%) General Funds and sixty-eight percent (68%) Federal Funds. Funds are available in the following account as follows:

**05-95-42-421410-7905 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, JUVENILE JUSTICE FIELD SERVICES**

Employee Names	Class/Object	Class Title	Job Number	Amount
Melissa Simmons	010-500100	Personal Services-Perm. Class.	42140510	\$965.15
Melissa Simmons	060-500601	FICA (Permanent)	42140510	\$60.00
Melissa Simmons	060-500604	Employee Retirement (Permanent)	42140510	\$119.00
Melissa Simmons	060-500631	Medicare Coverage (Permanent)	42140510	<u>\$19.00</u>
		Total		<u>\$1,158.15</u>

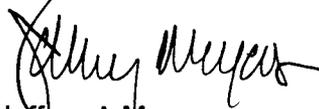
**EXPLANATION**

This request is made retroactively because Ms. Simmons was due compensation in State Fiscal Year 2016 that was not paid. The administrative error was not discovered until State Fiscal Year 2017. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. Simmons was due to receive a promotion to Juvenile Probation & Parole Officer on November 30, 2015. Through administrative error her promotion was not processed and she is due pay from November 30, 2015 through June 9, 2016. 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 Ms. Simmons.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey A. Meyers", written in a cursive style.

Jeffrey A Meyers  
Commissioner