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

Lori A. Shibnette
 Commissioner

Lori A. Weaver
 Deputy Commissioner

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August 23, 2022

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Office of the Commissioner to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2023 funds to Peter Towle, Child Protective Service Worker III, in the amount of \$2096.12. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2022. The funds to be paid will be Seventy One percent (71%) General Funds, twenty-nine percent (29%) Federal. Funds are available in the following account as follows:

05-95-42-421010-29570000 DEPT OF HEALTH AND HUMAN SVCS, DIVISION OF CHILDREN, YOUTH, & FAMILIES, CHILD PROTECTION

Employee Name	Class/Object	Class Title	Job Number	Amount
Peter Towle	010-500100	Personal Services-Perm. Class.	42105702	\$2096.12
Peter Towle	060-500601	FICA (Permanent)	42105702	\$129.96
Peter Towle	060-500604	Employee Retirement (Permanent)	42105702	\$304.57
Peter Towle	060-500631	Medicare Coverage (Permanent)	42105702	<u>\$30.39</u>
Total				<u>\$2561.04</u>

EXPLANATION

This request is made retroactively because Mr. Towle was due compensation in State Fiscal Year 2022 that was not paid. The employee's supervisor did not discover their error until the end of State Fiscal Year 2022. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Mr. Towle was due to receive a promotion from Child Protective Service Worker II to Child Protective Service Worker III as of June 22, 2021. Through administrative error his promotion was not processed and he is due pay from June 22, 2021 through June 16, 2022, in the total amount of \$2149.53. This request for \$2096.12 is the portion of the retroactive payment from July 1, 2021 through June 16, 2022, as the remainder of the payment for fiscal year 2021 from June 22, 2021 through June 30, 2021 in the amount of \$56.41, does not require G&C approval. The promotional paperwork was received by the

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Bureau of Human Resource Management on June 27, 2022, and the Bureau took immediate action to update the employee's record. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Mr. Towle.

Respectfully submitted,



Lori A. Shibinette
Commissioner