



Lori A. Shabinette
Commissioner

Lori A. Weaver
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE 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 Lorraine Dauphinee, Buyer in the amount of \$7051.25. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2019, 2020 & 2021. The funds to be paid will be seventy percent (70%) General Funds and thirty percent (30%) Other Funds (provider fees). Funds are available in the following account as follows:

05-95-94-940010-8410 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: New Hampshire Hospital, New Hampshire Hospital, Facility/Patient Support

Employee Name	Class/Object	Class Title	Job Number	Amount
Lorraine Dauphine	010-500100	Personal Services-Perm. Class.	94029400	\$7051.25
Lorraine Dauphine	060-500601	FICA (Permanent)	94029400	\$437.18
Lorraine Dauphine	060-500604	Employee Retirement (Permanent)	94029400	\$1024.55
Lorraine Dauphine	060-500631	Medicare Coverage (Permanent)	94029400	<u>\$102.24</u>
Total				<u>\$8615.22</u>

EXPLANATION

This request is made retroactively because Ms. Dauphinee was due compensation in State Fiscal Year 2019, 2020 & 2021 that was not paid. NHH did not discovered this error until State Fiscal Year 2022. Once discovered, the documentation was submitted to the Bureau of Human Resources and processed in a timely manner. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Dauphinee received a promotion to Buyer on November 23, 2018. This position had been reclassified when vacant prior to Ms. Dauphinee's promotion. The classification of Buyer is scheduled for 1950 annual hours, and that standard was applied to the position as part of the reclassification. It was later identified that because of the position's assignment to the Materials Management Unit, it should have been included in a New Hampshire Hospital subunit agreement that places all Materials

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Management Unit positions at 2080 annual hours. This request is to correct Ms. Dauphinee's annual hours from 1950 to 2080 between November 23, 2018 and June 30, 2021, and for the portion of the retroactive payment from November 23, 2018 through June 30, 2021. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Dauphinee.

Respectfully submitted,



Lori A. Shibinette
Commissioner