

STATE OF NEW HAMPSHIRE 19 PM 4:02 DAS

DEPARTMENT OF CORRECTIONS

DIVISION OF ADMINISTRATION

PO BOX 1806

CONCORD, NH 03302-1806

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Helen E. Hanks Commissioner

Robin H. Maddaus Director

May 31, 2019

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

REQUESTED ACTION

Pursuant to the provisions of Administrative Rule 316.13 a (5), the Department of Corrections requests authorization to pay overtime in the amount of \$4,102,435 for permanent personnel from Class 10 Personal Services Permanent appropriations and \$47,444 for permanent personnel classes from Class 11 Personal Services Unclassified appropriations for positions that are vacant due to sick leave, extended leaves of absence or pending recruitment. The \$4,149,879 represents actual overtime expenditures through 24 pay periods and additional estimated overtime expenditures for two pay periods. Effective upon Governor and Council approval through June 30, 2019. 100% General Funds

EXPLANATION

The requested overtime expenditures from Class 10 Personal Services Permanent and Class 11 Personal Services Unclassified represents payments made to permanent personnel for overtime hours worked to provide correctional supervision and security for residents and to ensure public safety at the Department's facilities during critical vacancies due to sickness, extended leaves of absence or pending recruitments.

The request is made in accordance with applicable law. Forms A-29 are attached to support this request.

Respectfully Submitted,

Commissioner

Department:	Corrections							Date:	May 31, 2019
	penditure Request:				Estimator	d Overtime		1	•
NH State Pris	<u>con for men</u>		# Positions	1	Regular		Tin	ne & One-Half	
			211	\$		1,214,367	\$	•	•
•		Number							
Estimated Va	cant Positions:	211							
	•				*			Legislative	
	Title & Labor Grade		<u>Number</u>				_A	oppropriation	
	Corrections Captain (LG 2	3)	5				\$	354,535	
	Corrections Corporal (LG	16)	40				\$	2,299,166	
	Corrections Lieutenant (LC	3 21)	9				\$	596,775	
	Corrections Major (LG 27)		1				\$	90,793	
	Corrections Officer (LG 14		130				\$	6,679,966	
	Corrections Officer Trainer		8				\$	337,236	
	Corrections Sergeant (LG		18				\$	1,069,152	
						Total:	\$	11,427,623	
Reasons for \	Vacant Positions:	Pending Recru	itment, Leave						
Request Perri	nission to transfer appropria	ations as follows:							
From:		То:					_	Amount	
10-046-46351	10-33720000-010-500100	10-046-463510	-33720000-018	3-5001	106		\$	1,214,367	
sick leave, ex	re of Permanent Personnel tended leave of absence or d the legislative appropriation	pending recruitm				d, total exp	endit		
Expenditure A	Authorization							•	
Approval Req	uires:						M		1
Governor and	Council			Bus	siness Sup	pervisor	ИЩ	den le	whe
				Dire	ector of Pe	ersonnel	-/1.	forie	Okudis
	,			Cor	mptroller			Dan Co	2u-

Department: Corrections					Date:	May 31, 2019
Division of Expenditure Re						_
Northern NH Correctional F	city	# Positions		ated Overtime jular Time	Time & One-Hal	-
		111	\$	579,162	•	<u>.</u>
	<u>Numt</u>					
Estimated Vacant Positions			-		•	
					Legislative	
Title & Labor	Grade	Number			Appropriation	_
	Corporal (LG 16)	16	•		\$ 930,766	
	ieutenant (LG 21)	5			\$ 316,524	
	Officer (LG 14)	75	. `		\$ 3,859,049	
	Officer Trainee (LG 12)	4			\$ 165,386	
	Sergeant (LG 18)	10			\$ 600,730)
Inventory Cor	ntrol Supervisor (LG 14)	1			\$ 41,558	3
				Total:	\$ 5,914,013	3
Reasons for Vacant Position	ons: <u>Pending R</u>	ecruitment, Leave				
Request Permission to tran	sfer expenditures as follo	ws:				
From:	То:	·			Amount	_
10-046-463510-33730000- 10-046-463510-33730000-		3510-33730000-018-500 3510-33720000-018-500			\$ 446,493 \$ 132,669	
Certification: Expenditure of Permane sick leave, extended leave will not exceed the legislative.						
	•	(SigNature	of Agency Hea	du S	-
Expenditure Authorization						
Approval Requires:					and a	\wedge
Governor and Council			Business	Supervisor	Millen	Cluber
			Director of	of Personnel	Jansi	afrides
			Comptrol	ller	()au	(ou-

Department	Corrections						Date;	May 31, 2019
Division of E	Expenditure Request:				7		4	
	hire Correctional Facility/Wor	<u>men</u>		Estim	ated Overtime			
	•		# Positions	Reg	gular Time	Time	e & One-Half	
			57	\$	447,647	\$	-	
		Number						
Estimated V	acant Positions:	57						
						L	egislative.	
	Title & Labor Grade		<u>Number</u>				ppropriation	
	Corrections Corporal (LG 1	6)	6			\$	325,682	
	Corrections Lieutenant (LG		2			\$	113,905	
	Corrections Officer (LG 14)	•	42			\$	1,847,535	
	Corrections Officer Trainee	(LG 12)	1			\$	43,906	
	Corrections Sergeant (LG 1	18)	6			\$	310,994	
	,				Total:	\$	2,642,022	,
Reasons for	Vacant Positions:	Pending Recruitm	ent, Leave					
Request Pe	rmission to transfer expenditu	ıres as follows:						
From:		To:					Amount	•
10-046-463	510-33740000-010-500100	10-046-463510-3	3740000-018-50	0106		\$	447,647	
sick leave, e	: ure of Permanent Personnel extended leave of absence or ed the legislative appropriation	pending recruitmen		is approved			<u> </u>	
Expenditure	Authorization				٠.	,		
Approval Re	quires:					וחמ	1.1.	\bigcirc ,
Governor an	nd Council			Business	Supervisor	<u>/[/ </u>	Jllin (luti
				Director (of Personnel	X	ringe G	Kudes
				Cometro			$(1)_{N}$	1011-

Department: <u>Corrections</u>						Date:	May 31, 2019
Division of Expenditure Request:							
Concord Transitional Work Ctr		· · ·	Estin	nated Overtime			
		# Positions		egular Time	Time	& One-Half	
•		10	\$. 57,089	\$	-	
	Number						
Estimated Vacant Positions:	10						
Title & Labor Grade		Number			Le Apr	egislative propriation	
Corrections Captain (LG 23		1			\$	68,834	
Corrections Corporal (LG 1 Corrections Officer (LG 14)		2 7			\$ \$	122,158 357,318	
				Total:	\$	548,310	
Reasons for Vacant Positions:	Pending Recruitm	ent. Leave					
Request Permission to transfer expenditu	ires as follows:						
From:	To:			,		Amount	
10-046-464510-41060000-010-500100	10-046-464510-41	1060000-018-500	106		\$	57,089	
Certification: Expenditure of Permanent Personnel sick leave, extended leave of absence or will not exceed the legislative appropriation	pending recruitmen					1	·
Expenditure Authorization							-
Approval Requires:					Ma	Da. (
Governor and Council		·	Busines	s Supervisor	11 W	WW C	VD. I
			Director	of Personnel	H	UMAL ()	KUMIS
			Comptro	oller		Dan (eu-

Department:	Corrections						Date:	May 31, 2019
Division of Ex	penditure Request:				. 1			
Shea Farm-T	ransitional Housing				ated Overtime]
			# Positions	Re	gular Time	Time	& One-Half	J
			8	\$	60,019	\$,	·	
		Number						
Estimated Va	cant Positions:	8	•				ı	
	Title & Labor Grade		Number				egislative propriation	
	Corrections Officer (LG 14) Corrections Sergeant (LG 18)		6 1			\$ \$	313,534 62,340	
•	Program Coordinator (LG 26)		i			\$	64,110	
					Total:	\$ ·	439,984	
Reasons for \	/acant Positions:	Pending Rec	cruitment, Leave					
Request Pern	nission to transfer appropriations	s as follows:						
From:		То:					Amount	•
	0-51720000-010-500100 10-51720000-010-500100		10-51720000-018 10-33720000-018			\$ \$	32,700 27,319	
sick leave, ex	re of Permanent Personnel Serv tended leave of absence or pend d the legislative appropriation.							
,	•		(.	Sighatur	e of Agency Hea	iule 10	<u> </u>	
Expenditure A	authorization							
Approval Req	uires:	-				m	1 /)	\bigcap_{α}
Governor and	Council			Business	s Supervisor		fly	Clarker
				Director	of Personnel	-\$	Mu	akudus
				Comptro	tler	(1)an	-Cour

Department: Corrections	·		•	٠	Date:	May 31, 2019
Division of Expenditure Request:						
Classifications & Offender Rec		M = 111	Estimated Over		T: 0 0 11-16	
,	L	# Positions	Regular Tim	ne [Time & One-Half	
		2	\$	17,579	\$ -	•
	<u>Number</u>				·	
Estimated Vacant Positions:	2				``	
Title & Labor Grade		Number	•		Legislative Appropriation	
Corrections Counselor/Case Man	ager (LG 20)	2		-	\$ 120,361	
			,	Total:	\$. 120,361	
Reasons for Vacant Positions:	Pending Recr	uitment, Leave				
Request Permission to transfer appropriations a	is follows:			•		•
From:	To:				Amount	•
10-046-461510-55410000-010-500100	10-046-46351	10-33720000-018-	500106		\$ 17,579	•
Certification: Expenditure of Permanent Personnel Service sick leave, extended leave of absence or pendir will not exceed the legislative appropriation.	e appropriation ng recruitment.	s will be limited so If this request is	olely to positions value approved, total exp	penditure	rulio	
Expenditure Authorization						
Approval Requires:					Mala	On Line
Governor and Council			Business Superv	visor <u>f</u>	Millian	Comi
·			Director of Perso	onnel , ;	your g	1 squells !
			Comptroller	-	Van C	lv

Department:	Corrections						Date:	May 31, 2019
	penditure Request:		·				,	
Secure Psych	niatric Unit		# Danking		ted Overtime	T :	- B O 11-16	•
			# Positions	j Reg	gular Time	Lim	e & One-Half	
			31	\$	175,696	\$		
		Number						
Estimated Va	cant Positions:	31						
	Title & Labor Grade		<u>Number</u>				egislative opropriation	
	Clinical Mental Health Coun:	selor (LG 23)	2			\$	120,849	
	Corrections Captain (LG 23))	1		,	\$	74,759	•
•	Corrections Corporal (LG 16	3)	4		1	\$	230,116	
	Corrections Officer (LG 14)		16			\$	820,407	
	Corrections Sergeant (LG 1)		2			\$	119,675	
	Nursing Coordinator (LG 27)		1			\$	97,063	
•	Recreational Therapist II (LC	3 21)	1			\$	45,856	
•	RN III (LG 23)		2			\$	147,995	
	Senior Psychiatric Social Wo	orker (LG 26)	2			\$	138,142	
			,		Total:	\$	1,794,862	
Reasons for \	Vacant Positions:	Pending Red	cruitment, Leave					
Request Perr	nission to transfer appropriation	ons as follows:						
From:		То:					Amount	
10-046-46501	10-58330000-010-500100	10-046-4650	110-58330000-018	-500106		\$	175,696	
sick leave, ex	re of Permanent Personnel So tended leave of absence or p d the legislative appropriation	ending recruitme)	
Expenditure A	Authorization							
Approval Req	uires:					M	10	^ , .
Governor and	l Council			Business	Supervisor	<u>///</u>	Ullin (Right
	٠			Director of	of Personnel		assi 6	4 Kuchs/
				Comptrol	ller	<u> </u>	Dan a	an-

Department: <u>Corrections</u>	•					Date: _	May 31, 2	2019
Division of Expenditure Request:	_							
Community Corrections	· -	# Decitions		ted Overtime jular Time	Tima	& One-Half		
	L	# Positions	<u> </u>	jular i ime	Time	a One-nair		,
		8	\$	43,849	\$	-		
	Number							
Estimated Vacant Positions:	8							
					Le	gislative		
<u>Title & Labor Grade</u>		<u>Number</u>			App	ropriation	~	
Corrections Counselor/Case I	Manager (LG 20)	8			\$	486,294	•	
				Total:	\$	486,294		
Reasons for Vacant Positions:	Pending Recn	<u>ıltment, Leave</u>						
Request Permission to transfer appropriatio	ns as follows:							
From:	To:					Mount		
10-046-464510-60430000-010-500100	10-046-46251	0-59290000-018	-500106		\$	43,849		
Certification: Expenditure of Permanent Personnel Se sick leave, extended leave of absence or pe will not exceed the legislative appropriation.	ending recruitment.		approved,			<u>.</u>		
Expenditure Authorization						,		
Approval Requires:		,			M.	\mathcal{O}_{a}	A. 1	
Governor and Council			Business	s Supervisor /	1 <u>//</u> U	Kley (eugh.	<u>. </u>
•			Director	of Personnel	4	CONNER (I KUS	M
,			Comptro	ller	<i></i>	Oan-	Cen-	<u></u>

Department: <u>Corrections</u>	•					Date:	May 31, 2019
Division of Expenditure Request:		•					
Maintenance			Estima	ated Overtime			•
,		# Positions		gular Time	Time	& One-Half	
(16	\$	127,816	\$	-	
	<u>Number</u>						
Estimated Vacant Positions:	16						
•					Le	egislative	
Title & Labor Grade		<u>Number</u>			App	propriation	
Building Maintenance Supe		2			\$	93,559	
Electrician Supervisor II (LC		1		•	\$	50,831	
Electronic Technician I (LG	17)	2			\$	101,245	
Electronic Technician II (LG	3 20)	2	-		\$	124,046	
Electronic Technician III (LC	G 23)	1			\$	69,176	
Maintenance Technician (L		4			\$	213,904	•
Plant Maintenance Enginee		1			\$	54,851	
Plant Maintenance Enginee		2			\$	137,591	
Plumber Supervisor II (LG 1		1		•	\$	52,851	
	•			Total:	\$	898,054	
December 10 March Decisions	Daiding On			•		,	
Reasons for Vacant Positions:	<u>Pending Red</u>	cruitment, Leave					
Request Permission to transfer appropriat	tions as follows:			•			
From:	То:				/	Amount	
10-046-465510-66320000-010-500100 10-046-465510-66320000-010-500100		510-66320000-018 510-33720000-018			\$ \$	34,191 93,625	
Certification: Expenditure of Permanent Personnel S sick leave, extended leave of absence or will not exceed the legislative appropriation	pending recruitmen	ns will be limited s t. If this request is	solely to pos s approved,	itions vacant du total expenditur	e to es		
) -		•		eu Sha	صل		
			0.9.2.0.	o or rigorio, i ro			
Expenditure Authorization		•	•				
Approval Requires:	,	•			Δ	10	· /
Governor and Council	, <u> </u>	-	Busines	s Supervisor '	<u>///l</u>	Glein (ain
			Director	of Personnel	\mathcal{L}	anie	C. Kush
•			Comptro	oller		Dan C	ei-

Department:	Corrections						Date:	May 31, 2019
Division of E	xpenditure Request:							
<u>Kitchen</u>			[Estimated Over	rtime	i no.		
			# Positions	Regular Tim	16	Time	& One-Half	
			17	\$ 9	97,478	\$	-	
		Number						
Estimated Va	acant Positions:	. 17				·	1	
	Title & Labor Grade		Number				gislative ropriation	
	Chef II (LG 14)		12			\$	536,754	
	Supervisor I (LG 19)	•	4		1	\$	221,967	
	Supervisor III (LG 23)		1			\$	65,412	
					Total:	\$	824,133	•
Reasons for	Vacant Positions:	Pending Rec	zuitment, Leave					
Request Per	mission to transfer appropriations	as follows:						
From:		To:	•			A	mount	
	10-66340000-010-500100 10-66340000-010-500100		10-66340000-018 10-33720000-018			\$ \$	12,525 84,953	
sick leave, e	are of Permanent Personnel Servi xtended leave of absence or pend ad the legislative appropriation.							
				Signature of Age	ncy He	يماد	<u> </u>	
Expenditure	Authorization				,			
Approval Re	quires:			1		~^/	1 1	\wedge
Governor an	d Council			Business Supervi	isor		ellen	Clerk.
				Director of Person	nnel	The	usie	a Rudis
				Comptroller			Die	(21.
				Computation	•	<u> </u>	J m	

Department:	Corrections		1				Date:	May 31, 2019
	enditure Request:	_			, ·			
Calumet-Trans	sitional Housing	-	# Positions	Es	Regular Time	Time	& One-Half	
		_	8	\$	76,899			
		Alk	. •	•		•		
		Number						
Estimated Vac	ant Positions:	8						
	Title & Labor Grade		Number				egislative propriation	
	Corrections Officer (LG 14) Program Coordinator (LG 2		7			\$ \$	387,152 64,110	
	. ,				Total:	\$	451,262	
Reasons for V	acant Positions:	Pending Recru	itment, Leave		1			
Request Perm	ission to transfer appropria	tions as follows:	:					
From:		То:					Amount	
10-046-464510	0-78740000-010-500100 0-78740000-010-500100 0-78740000-010-500100	10-046-464510	0-78740000-018- 0-71070000-018- 0-33740000-018-	-500106	5	\$ \$ \$	15,078 58,522 3,299	
sick leave, exte	e of Permanent Personnel S ended leave of absence or I the legislative appropriatio	pending recruitr	iations will be lim ment. If this requ	uest is a	lely to positions vaca approved, total expe	nditures	to s	U
Expenditure A	uthorization ,						·	
Approval Requ	ires:					M	1.0.	\wedge /
Governor and	Council		·	Bus	iness Supervisor	<u> </u>	Gllein	Cleyter.
				Dire	ctor of Personnel	4	ame	(1 Krists
				Con	nptroller	<u> </u>	Dam (Cen
								•

Department:	Corrections						Date:	May 31, 2019
	xpenditure Request:	r		Faller				
Mental Healt			# Positions		ted Overtime gular Time	Tim	e & One-Half	
,		,	20	\$	189,360	\$	· -	,
		Number	•					ı
Estimated Va	acant Positions:	20						•
	Title & Labor Grade		Number				egislative	
	Clinical Mental Health Counselor (LG Corrections Counselor/Case Manage Psychiatric Social Worker (LG 23) Senior Psychiatric Social Worker (LG	er (LG 20)	12 1 3 4		Total:	\$ \$ \$	720,095 44,524 179,262 265,020 1,208,901	
Reasons for	Vacant Positions:	Pendina Re	cruitment, Leave		1000.	•	1,200,001	
	mission to transfer appropriations as fo			1				
From:		To:					Amount	
•	10-82310000-010-500100	10-046-463	510-33720000-01	8-500106		\$	189,360	
sick leave, ex	re of Permanent Personnel Service ap dended leave of absence or pending r ad the legislative appropriation.			proved, tota		uh	0	,
Expenditure a	Authorization							_
Approval Rec	quires:					D	1/1/2	\bigcap_{n} /
Governor and	d Council .				s Supervisor of Personnel ller	10	Jarres Jarres Jan	Africks en

Department: Corrections						Date	May 31, 2019
Division of Expenditure Request:	_						
<u>Programs</u>	[ated Overtime			
	L	# Positions	Re	gular Time	Tin	ne & One-Half	
		55	\$	320,727	\$. •	
	Number						
Estimated Vacant Positions:	55						
Title & Labor Grade	1	Number				Legislative appropriation	
Media Generalist I (Media Generalist II Teacher I (LG 18) Teacher II (LG 20) Teacher III (LG 22)	(LG 19) e Professor (LG 22)	26 2 1 7 8 8 2		· Total:	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,419,121 87,623 51,709 55,725 396,652 484,045 486,943 133,566 3,115,384	
Danner for Variat Dankinson	Dendine Deen)		•	*,***	
Reasons for Vacant Positions:	Pending Recru	Jilment, Leave					
Request Permission to transfer ap	propriations as follows:	•				•	
From:	To:					Amount	
10-046-469010-82320000-010-50 10-046-469010-82320000-010-50 10-046-469010-82320000-010-50	0100 10-046-46351	0-33720000-018 0-33740000-018 0-41060000-018	-500106		\$ \$ \$	62,282 161,384 97,061	
Certification: Expenditure of Permanent Persick leave, extended leave of abservill not exceed the legislative appropriate the second sec	ence or pending recruitment.		approved,			<u>.</u>	('
Expenditure Authorization							
Approval Requires:					N	Mala.	
Governor and Council			Busines	s Supervisor	<u> </u>	<u>· uun</u>	Celyn
			Director	of Personnel		Kassia	CI Kuche
			Comptre	oller	7 (Dan	Cen

Department:	<u>Corrections</u>						Date:	May 31, 2019
Division of Ex	voenditure Pequect:							
Division of Expenditure Request: <u>Medical-Dental</u>		Г		. Estimate				
			# Positions		lar Time	Time	& One-Half	
			43	\$	369,259	\$	•	•
		Number						
Estimated Va	cant Positions:	43						٠
	•	٠				L	egislative	
	Title & Labor Grade		<u>Number</u>				propriation	,
	Clinical Mental Health Cour	selor (LG 23)	1			\$	46,770	
	Dental Assistant (LG 11)		3			\$	119,383	
	Director of Nursing (LG 34)		1			\$	124,068	
	Licensed Practical Nurse II	(LG 18)	1			\$	82,230	
	Nurse Practitioner (LG 28)		3			\$	230,827	
	Nurse Specialist (LG 25)		1			\$	86,373	
	Nursing Coordinator (LG 27		2			\$	165,847	
	Nutrition Consultant (LG 23)	1			\$	64,202	
	Recreational Therapist II (L	G 21)	1			\$	43,202	
	RN I (LG 19)		4			\$	252,220	
	RN II (LG 21)		15		•	\$	1,077,341	
	RN III (LG 23)		10	•		\$	727,951	
	·				Total:	\$.	3,020,414	
Reasons for	Vacant Positions:	Pending Rec	ruitment, Leave					
Request Perr	mission to transfer appropriat	ions as follows	:					
From:		То:					Amount	
10-046-4650	10-82340000-010-500100	10_046_4650	10-82340000-01	8-500106		s	22,970	
	10-82340000-010-500100		10-33720000-01			\$	346,289	
sick leave, ex	re of Permanent Personnel S dended leave of absence or jud the legislative appropriation	pending recruit	iations will be lim ment. If this requ	nited solely to Jest is approv	positions vac red, total expe	ant due nditure	e to es	
				Signature	of Agency He	BO DE		
Expenditure /	Authorization .			•	ŧ			
Approval Rec						o (1//	\wedge
				~ D	0		Il alon	(Benke
Governor and	1 Council			Business S	·	7	yeur	The same
				Director of	Personnel		KANNU (AKUdus
			4	Comptrolle	or .		· Oa.	
			,	Compatili	J.		~ w~	

Department:	Corrections						Date: _	May 31, 2019
	penditure Request:							
Residential Treatment Program			#5		ted Overtime	~!		
			# Positions	Reg	ular Time	Time	& One-Half	
			21	\$	145,375	\$	-	
	•	Number						
Estimated Va	cant Positions:	21						•
						Le	egislative	
	Title & Labor Grade	•	<u>Number</u>				propriation	
	Clinical Mental Health Counse	elor (LG 23)	2			\$	119,724	
	Corrections Officer (LG 14)	(44 -4,	8			S	418,989	•
	Corrections Sergeant (LG 18)		3			\$	167,621	
	Nursing Coordinator (LG 27)		` 1 ·			Š	96,865	•
	Psychiatric Social Work (LG 2	3/	1			Š	57,259	
	Recreational Therapist II (LG		1			\$	59,324	
		21)	5			\$	378,493	
	RN III (LG 23)		3			Ψ	370,483	
,	4				Total:	\$	1,298,275	
Reasons for \	/acant Positions:	Pending Red	cruitment, Leave					
Request Pern	nission to transfer appropriation	ns as follows:						
From:		То:					Amount	
	0-82350000-010-500100 10-82350000-010-500100		010-82350000-018- 510-33720000-018-			\$ \$	6,299 139,076	
sick leave, ex	re of Permanent Personnel Ser tended leave of absence or pe d the legislative appropriation.							
				Signature	of Agency Hea	ann I	lb_	
Expenditure A	Authorization							
Approval Req	uires:				. •	ANI	1.00)n. /
Governor and	Council			Business	Supervisor	<u> </u>	fllin	flight
•	•			Director of	of Personnel	H	asse C	1 Kudisi
				Comptrol	ler		Pam (en

Department: Corrections		•				Date:	May 31, 2019
Division of Expenditure Request:							
District Offices			Estim	ated Overtime			
		# Positions	Rec	gular Time	Time	& One-Half	
		62	\$	180,113	\$	-	
•	Number						
Estimated Vacant Positions:	62			•			
Title & Labor Grade		Number				egislative propriation	
Probation & Parole Officer	I (LG 20)	4			\$	230,747	
Probation & Parole Officer		50			\$	3,590,406	
Probation & Parole Officer		. 8			\$	672,655	
				Total:	\$	4,493,808	
Reasons for Vacant Positions:	Pending Recruitm	nent. Leave					
Request Permission to transfer expendit	ures as follows:			,			
From:	To:			•		Amount	
10-046-464510-83020000-010-500100	10-046-463510-3	3720000-018-500	106		\$ -	180,113	
Certification: Expenditure of Permanent Personnel sick leave, extended leave of absence owill not exceed the legislative appropriation.	r pending recruitme	ions will be limite ent. If this request	is approve	positions vacant ed, total expendi	itures	ls.	
Expenditure Authorization	i i						•
Approval Requires:					M	10	\bigcap /
Governor and Council			Business	s Supervisor	44	ellem	Church
			Director	of Personnel	4	anio G	Kindes
			Comptro	ller	-	Dein Ce	<u> </u>

Department:	Corrections						Date: _	May 31, 2019
Division of Ex	cpenditure Request:	•	· 	Estimated (Overtime	•		
<u> </u>			# Positions	Regular T		Time	& One-Half	
	•		1	\$	14,778	\$. -	
		<u>Number</u>						
Estimated Va	cant Positions:	1						
	Title & Labor Grade		<u>Number</u>	•			gislative ropriation	•
	Director of Community Cor	rections	1			\$	105,591	
	·				Total:	\$	105,591	
Reasons for	Vacant Positions:	Pending Recrui	<u>itment</u>					
Request Perr	mission to transfer appropria	tions as follows:			`			
From:		To:				A	mount	I
10-046-4645	10-60430000-011-500126	10-046-463510	-33720000-018-	-500106		\$	47,444	•
sick leave, ex	re of Permanent Personnel dended leave of absence or ed the legislative appropriation	pending recruitn	ations will be lim nent. If this requ	signature of A	, total exp	cant due	e to es	
Expenditure /	Authorization							
Approval Rec	quires:					MI	200	
Governor and	d Council			Business Supe	ervisor	IIIL	XXXIII.	Clube
				Director of Per	sonnel	$-\lambda$	assis	(Kudus)
				Comptroller		(Dun (Cei

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Adm 316.11 Check the Monthly Computer Statements. Upon receipt of all regular computer monthly statements, please immediately check these statements with your records, and notify the bureau of accounting of any differences on the "Green Sheet" or Form A-2 "Report of Appropriation Over Expenditure".

Source. #2235, eff 12-30-82

Adm 316.12 Workmen's Compensation. Authority for the commissioner to pay such sums as may be awarded under chapter 281 to employees from legislative appropriations and if sufficient funds are not appropriated the governor may draw his warrant on funds not otherwise appropriated provided that payments made to employees paid from the highway fund, the fish and game fund, or special fund shall be a charge against the appropriate fund and that payment made to employees from other funds shall be a charge upon the general fund.

Adm 316.13 Policy Governing Vacant Permanent Positions.

- (a) Charges to Permanent Personnel Services or use of the Salary Adjustment Fund to cover vacant positions shall be subject to the following rules and regulations:
 - (1) Limited to vacant positions due to sick leave, extended leave of absence, or pending recruitment.
 - (2) Limited to temporary employees only.
 - (3) Recruitment shall be made by a temporary C&D form approved by the department of personnel at a rate of compensation to be determined by personnel.
 - (4) Manifest for payment shall be substantiated by an attached identification by position number of the vacant positions so covered.
 - (5) Payment of overtime to cover vacant positions due to sick leave, extended leave of absence, or pending recruitment shall be subject to prior approval by the governor and council. Form A-29. (See Appendix A)

PART Adm 317 PREPARATION AND SUBMISSION OF ANNUAL REPORTS

Adm 317.01 General Requirements. The purpose of this section is to provide the governor and council with agency annual reports.

- All agencies, as listed below, shall submit their annual reports on the dates and times indicated thereon (white paper, size 8 1/2 x 11, if not commercially printed).
- Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.