



Lori A. Shiblette
Commissioner

Lori A. Weaver
Deputy Commissioner

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

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February 9, 2021

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) 2021 funds to Colleen Croto, Mental Health Worker II, at New Hampshire Hospital in the amount of \$10,729.16. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2019, 2020. The funds to be paid will be thirty-four percent (34%) General Funds and sixty-six percent (66%) agency income (provider fees). Funds are available in the following account as follows:

**05-95-94-940010-8750 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,
HHS:NEW HAMPSHIRE HOSPITAL, ACUTE PSYCHIATRIC SERVICES**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Colleen Croto	010-500100	Personal Services-Perm. Class.	94051900	\$10,729.16
Colleen Croto	060-500601	FICA (Permanent)	94051900	\$665.21
Colleen Croto	060-500604	Employee Retirement (Permanent)	94051900	\$1,279.99
Colleen Croto	060-500631	Medicare Coverage (Permanent)	94051900	<u>\$155.57</u>
		Total		<u>\$12,829.93</u>

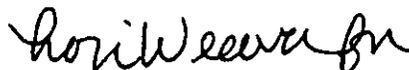
EXPLANATION

This request is made retroactively because Ms. Croto was due compensation in State Fiscal Year 2019, 2020 that was not paid. The administrative error was not discovered until State Fiscal Year 2021. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

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Ms. Croto was due to receive a promotion to Mental Health Worker II on August 3, 2018. Through administrative error her promotion was processed at the incorrect step and she is due pay from August 3, 2018 through June 30, 2020. 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. Croto.

Respectfully submitted;



Lori A. Shibinette
Commissioner