



Lori A. Weaver
Interim Commissioner

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

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February 7, 2023

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 Maygan Donovan, Child Protective Service Worker III, in the amount of \$1,740.00. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2022. Effective upon Governor and Executive Council approval. The funds to be paid will be seventy one (71%) General Funds, twenty-nine percent (29%) Federal. Funds are available in the following account as follows:

**05-95-42-421010-2957 HEALTH AND HUMAN SVCS,
HHS: HUMAN SERVICES, CHILD PROTECTION.**

Employee Name	Class/ Object	Class Title	Job Number	Amount
Maygan Donovan	010-500100	Personal Services-Perm. Class.	42105715	\$1,424.13
Maygan Donovan	060-500601	FICA (Permanent)	42105715	\$88.29
Maygan Donovan	060-500604	Employee Retirement (Permanent)	42105715	\$206.93
Maygan Donovan	060-500631	Medicare Coverage (Permanent)	42105715	<u>\$20.65</u>
		Total		<u>\$1,740.00</u>

EXPLANATION

This request is made **retroactively** because Ms. Donovan was due compensation in State Fiscal Year 2022 that was not paid. The error was not discovered until State Fiscal Year 2023. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors.

Ms. Donovan was due to receive a promotion to Child Protective Service Worker II effective November 18, 2021. Through administrative error her promotion was not processed and she is due pay from November 18, 2021 through December 29, 2022, in the total amount of \$2809.89. This request represents the portion of the retroactive payment from November 18, 2021 through June 30, 2022. The remaining amount due to the employee is from Fiscal Year 2023, and does not require approval. The promotional paperwork was received by

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and the Honorable Council
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the Bureau of Human Resource Management on December 21, 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 Ms. Donovan.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori A. Weaver". The signature is written in a cursive, flowing style.

Lori A. Weaver
Interim Commissioner