121 MLC

State of New Hampshire

DEPARTMENT OF SAFETY
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March 20, 2023

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

REQUESTED ACTION

Pursuant to the provisions of Administrative Rule 316.13 (a) (5), the Department of Safety, Division of State Police, requests authorization to pay overtime in the amount of $133,000.00 for permanent personnel from class 10 appropriations for positions that are vacant due to illness, extended leaves of absence, or pending recruitment at NH Hospital State Office Complex Police. The $133,000.00 represents the estimate of additional funds needed for the remainder of state fiscal year 2023. Effective upon Governor and Council approval through June 30, 2023. Funding Source: 100% Transfers from other Agencies.

EXPLANATION

The Department of Safety, Division of State Police, NH Hospital State Office Complex Police (SOCP) requests an overtime transfer for actual expenditures not to exceed $133,000.00. The requested overtime expenditures from class 10, Personnel Services accounts, represent payments made to permanent personnel for overtime hours worked in order to provide the security needed to the patients/residents, employees, volunteers, and visitors to provide a safe and secure environment at the NH Hospital during critical vacancies due to sickness, extended leaves of absence, or pending recruitments.

NH Hospital SOCP has had (7) sworn employee vacancies and two (2) civilian dispatcher employee vacancies. The average recruitment-to-hire time has been roughly five to eight months, not including training prior to assuming any full-time shifts. SOCP are required to provide 24/7 coverage, including psychiatric emergencies, and transporting patients statewide, which requires additional and unanticipated overtime.

In SFY 2023, the Division of State Police, NH Hospital State Office Complex Police (SOCP) has spent $104,205.66 in overtime expenses through February 2023. This requested action to increase the original SFY 2023 overtime budget of $110,000.00 is required because the Division was not expecting such a decrease in personnel due to illness and position vacancies.

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

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

Form A-29

Expenditure Request-Overtime Permanent Personnel Services

Department: Safety

Date: March 1, 2023

Division of Expenditure Request:
Detectives

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
9	$ 133,000	$ -

Estimated Vacant Positions: Number 9

Title & Labor Grade	Number	Legislative Appropriation
Campus Patrol Officer I	2	$ 50,613
Campus Patrol Officer II	3	$ 12,623
Police Comm Spec II	2	$ 45,256
Campus Patrol Lieutenannt	1	$ 19,305
Campus Patrol Sergeant	1	$ 5,916
	Total:	$ 133,713

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

From:	To:	Amount
10-023-2340-42150000-010-500100	010-023-2340-42150000-018-500106	$ 133,000

Certification:
Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

Signature of Agency Head

Expenditure Authorization

Approval Requires:

Governor and Council _____

Business Supervisor Melanie Carraher

Director of Personnel Lorrie A Rudis

Comptroller

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.

1. 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).
2. Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.