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**STATE OF NEW HAMPSHIRE**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

***OFFICE OF THE COMMISSIONER***

**Lori A. Weaver**
**Commissioner**

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October 20, 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) 2024 funds to Kayla Reynolds, Registered Nurse, at New Hampshire Hospital in the amount of $4835.37 This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2022 and 2023. Effective upon Governor and Executive Council approval, the funds to be paid will be forty percent (32%) General Funds, and sixty percent (68%) agency income (provider fees). Funds are available in the following account as follows:

State Fiscal Year 2024 approval **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 |
|---|---|---|---|---|
| Kayla Reynolds | 010-500100 | Personal Services-Perm. Class. | 94051800 | $3979.73 |
| Kayla Reynolds | 060-500601 | FICA (Permanent) | 94051800 | $246.74 |
| Kayla Reynolds | 060-500604 | Employee Retirement (Permanent) | 94051800 | $551.19 |
| Kayla Reynolds | 060-500631 | Medicare Coverage (Permanent) | 94051800 | $57.71 |
| | | | Total | $4835.37 |

## EXPLANATION

This request is made **retroactively** because Ms. Reynolds was due compensation in State Fiscal Year 2022 & 2023 that was not paid. The administrative error was not discovered until State Fiscal Year 2024.

Ms. Reynolds was due to receive compensation for her promotion starting 04/30/2022. Ms. Reynolds did not receive her promo path on 04/30/22. This is not an automatic promotion, and requires submission from the supervisor to notify Human Resources when the employee has met the requirements; New Hampshire Hospital Administration has acknowledged they missed this promotion. The supervisor contacted the Bureau of Human Resource Management on July 17, 2023, at which point the Bureau of Human Resource Management began working with New Hampshire Hospital Administration to collect the necessary documentation, update the employee, and prepare this retroactive adjustment. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Reynolds.

Respectfully submitted,

Lori Weaver

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Commissioner