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

Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

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January 23, 2024

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 Kierstyn Rust-Belforti 21-1020 Social Wkrs-3, in the amount of \$1,704.36. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2023. Effective upon Governor and Executive Council approval. The funds to be paid will be seventy three point seventy six (73.76%) General Funds, twenty-six point twenty four (26.24%) Federal for class 010. The funds to be paid will be seventy three point seventy three (73.73%) General Funds, twenty-six point twenty seven (26.27%) Federal for class 060. 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
Kierstyn Rust-Belforti	010-500100	Personal Services-Perm. Class.	42105789	\$1,402.77
Kierstyn Rust-Belforti	060-500601	FICA (Permanent)	42105789	\$86.97
Kierstyn Rust-Belforti	060-500604	Employee Retirement (Permanent)	42105789	\$194.28
Kierstyn Rust-Belforti	060-500631	Medicare Coverage (Permanent)	42105789	<u>\$20.34</u>
Total				<u>\$1,704.36</u>

EXPLANATION

This request is made **retroactively** because Ms. Rust-Belforti was due compensation in State Fiscal Year 2023 that was not paid. The error was not discovered until State Fiscal Year 2024. The Bureau of Human Resource Management instituted an additional follow up procedure to this process in November 2023 to minimize the reoccurrence of related errors.

Ms. Rust-Belforti was due to receive a promotion to Child Protective Service Worker II effective November 7, 2022. Through administrative error her promotion was not processed and she is due pay from November 7, 2022 through October 19, 2023, in the total amount of \$2,144.35. This request represents the portion of the retroactive payment from November 7, 2022 through June 30, 2023. The

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remaining amount due to the employee is from Fiscal Year 2024, and does not require approval. The promotional paperwork was received by the Bureau of Human Resource Management on October 27, 2023, 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. Rust-Belforti.

Respectfully submitted,

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

Lori A. Weaver
Commissioner