

99 CJK



# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE  
ASSISTANT COMMISSIONER

ROBERT L. QUINN  
COMMISSIONER

February 20, 2024

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 \$250,000.00 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 \$250,000.00 represents the estimate of additional funds needed for the pay periods covering February 23, 2024, through June 13, 2024, of state fiscal year 2024. Effective upon Governor and Council approval through June 30, 2024. 100% Transfers from other Agencies.

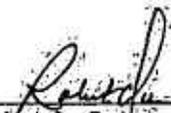
### EXPLANATION

The requested overtime expenditures from class 10, Personnel Services accounts, represent payments made to permanent personnel for overtime hours worked 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. The Department of Safety, Division of State Police, NH Hospital State Office Complex Police requests an overtime transfer for actual expenditures not to exceed \$250,000.00.

NH Hospital State Office Complex Police has lost eight (8) out of ten (10) sworn employees/positions and two (2) civilian dispatcher employees. The Division has since hired two (2) sworn employees and one (1) civilian dispatcher in the last year. The average recruitment-to-hire time has been roughly five to eight months, not including training prior to assuming any full-time shifts. NH Hospital Security is required to provide 24/7 coverage, including psychiatric emergencies, and transporting patients statewide, which is the reason for the unanticipated overtime.

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.

Expenditure Request-Overtime Permanent Personnel Services

Department: Safety

Date: February 9, 2024

Division of Expenditure Request:  
Detectives

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
9	\$ 250,000	\$

Number

Estimated Vacant Positions: 9

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
33-3050 POLICE OFFICERS-P3	4	\$ 105,506
33-3050 POLICE OFFICERS-P2	2	\$ 52,425
33-1012 SUPS OF POLICE-P1	2	\$ 73,008
43-5030 DISPATCHERS-5	1	\$ 28,237
Total:		\$ 259,176

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
10-023-2340-42150000-010-500100	010-023-2340-42150000-018-500105	\$ 250,000

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

Director of Personnel

Comptroller


NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

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.