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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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June 12, 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 Caitlin Sittig, a 13-1040 Compliance Officers-3, in the amount of \$3,896.62. This payment is to compensate the employee for wages that were not paid for SFY 2023. Effective upon Governor and Executive Council approval. The funds to be paid will be 63.20% General Funds, 36.80% Federal for class 010. The funds to be paid will be 63.25% General Funds, 36.75% Federal for class 060. Funds are available in the following account:

05-95-95-952010-56800000 HEALTH AND SOCIAL SERVICES, DEPARTMENT OF HEALTH AND HUMAN SERVICES, COMMISSIONER'S OFFICE, OFFICE OF LEGAL & REGULATORY SERVICES, GENERAL COUNSEL

Employee Name	Class/ Object	Class Title	Job Number	Amount
Caitlin Sittig	010-500100	Personal Services-Perm. Class.	95200137	\$3,207.10
Caitlin Sittig	060-500601	FICA (Permanent)	95200137	\$198.84
Caitlin Sittig	060-500604	Employee Retirement (Permanent)	95200137	\$444.18
Caitlin Sittig	060-500631	Medicare Coverage (Permanent)	95200137	<u>\$46.50</u>
		Total		\$3,896.62

EXPLANATION

This request is made **retroactively** because Ms. Sittig was due compensation in SFY 2023 that was not paid. The error was not discovered until SFY 2024.

Ms. Sittig received a temporary promotion to Program Specialist II effective May 2022. Prior to her promotion, Ms. Sittig was a labor grade 19, step 5. Following the promotional rules, Ms. Sittig's promotion updated her to labor grade 23, step 2. Through administrative error, when the temporary promotion concluded, Ms. Sittig's position was changed back to labor grade 19, but her step was not adjusted. Ms. Sittig remained at step 2, and should have been adjusted to step 5. Ms. Sittig is due pay from November 21, 2022 through April 4, 2024. This request represents the portion of the retroactive payment from November 21, 2022 through June 30, 2023. The remaining amount due to the employee is

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from SFY 2024, and does not require Governor and Executive Council approval. Approval of this Request will rectify the error thereby allowing payment of overdue wages to Ms. Sittig.

This situation involves transactional pieces by DOP and at least two DHHS Human Resources team members and it is unclear where the communication was lost on this transaction, so we have added additional follow up steps to the Payroll Officer's process to ensure they are capturing if it is not updated in the initial steps going forward.

Respectfully submitted,

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

Lori A. Weaver
Commissioner