CJG

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HELEN E. HANKS
COMMISSIONER

PAUL D. RAYMOND, JR.
ASSISTANT COMMISSIONER

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November 25, 2024

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

ROQUESTED ACTION

Authorize the NH Department of Corrections (NHDOC) to make a one-time **retroactive** payment to Courtney Wright, Nurse Specialist, position #18174, in the amount of $7,094.41 effective upon Governor and Executive Council approval for the period of 2/10/2023 through 2/9/2024 with current State fiscal year funds. 100% General Funds

Funds are available in the account, 02-46-46-465010-82340000 Medical-Dental, as follows:

Employee Name	Class/Description	Amount
Wright, Courtney	010-500100 Personal Services-Permanent	5,336.55
Wright, Courtney	060-500606 Police Retirement	1,669.27
Wright, Courtney	060-500631 Medicare Coverage Permanent	77.38
Wright, Courtney	060-500624 PFL Insurance Benefit	11.21
	Total	7,094.41

EXPLANATION

The NH Department of Corrections requests authorization to make a one-time **retroactive** payment to Courtney Wright, Nurse Specialist, in the amount of $7,094.41, for the period referenced above due to a clerical error in processing a work unit through NHFirst, resulting in an adjustment to her seniority date by one year. This caused Ms. Wright to not receive an increment on the proper date.

Respectfully Submitted,

Helen E. Hanks
Commissioner