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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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October 24, 2025

Her Excellency, Governor Kelly A. Ayotte
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 expenditure of \$1,349.50 from State Fiscal Year 2026 appropriations consisting of a payment in the amount of \$1,119.73 to Melissa Nichols, 21-1020 Social Wkrs-4 (Supervisor III), for unpaid wages and associated payroll benefits of \$229.77, to compensate the employee for earnings that were not paid in State Fiscal Year 2025 resulting from a retroactive In-Band Advancement, effective upon Governor and Council approval. 45.66% General Funds. 54.34% Other Funds.

Funds are available in the following account as follows:

**05-95-045-451010-79930000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS
DEPT, HHS: DIV ECONOMIC STABILITY, BUREAU OF FAMILY ASSIST-FIELD, FIELD
ELIGIBILITY & OPERATIONS**

Employee Name	Class/Object	Class Title	Job Number	Amount
Melissa Nichols	010-500100	Personal Services-Perm. Class.	45137002	\$1119.73
Melissa Nichols	060-500601	FICA (Permanent)	45137002	\$69.42
Melissa Nichols	060-500604	Employee Retirement (Permanent)	45137002	\$144.11
Melissa Nichols	060-500631	Medicare Coverage (Permanent)	45137002	\$16.24
			Total	<u>\$1349.50</u>

EXPLANATION

This request is **retroactive** because Ms. Nichols was due compensation in SFY 2025 that was not paid. The Department of Administrative Services, Division of Personnel (DOP), and the Department of Health and Human Services (DHHS) have been collaboratively working together since April 2024 on a reclassification initiative for DHHS Family Services Specialist and Family Services Associate positions. This reclassification was approved for processing in June 2025 by DOP, retroactive to March 21, 2025.

This change resulted in a pay scale inequity as the Supervisor III's who oversee these positions are in the same pay band as the Family Services Specialists. To rectify this inequity, DOP approved the Supervisor III's for an In-Band Advancement, also effective to March 21, 2025. The In-Band Advancement can only be applied if the supervisor and subordinate are in the same job title, therefore this group of employees could only be processed after the Family Services Specialist reclassification was completed but was not approved to be effective until State Fiscal Year 2026.

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Approval of this action will ensure that Ms. Nichols will retroactively receive compensation for the In-Band Advancement she is due effective March 21, 2025. Ms. Nichols is due pay from March 21, 2025, through September 18, 2025. This request is for the portion due from State Fiscal Year 2025. The amount due from State Fiscal Year 2026 has already been paid. Approval of this Request will allow payment of overdue wages to Ms. Nichols.

Respectfully submitted,



Lori A. Weaver
Commissioner