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JAN 28 2026

Lori A. Weaver
Commissioner

Morissa S. Henn
Deputy Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF THE COMMISSIONER

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January 9, 2026

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 $1,830.94 from State Fiscal Year 2026 appropriations consisting of a payment in the amount of $1,519.20 to Jade Marston, 11-9150 Social-Community Service Managers-2 (Supervisor V), for unpaid wages and associated payroll benefits of $311.74, 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. 91% General Funds. 9% Federal Funds.

Funds are available in the following account as follows:

05-95-048-480510-92500000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS: DLTSS-BUR ADULT & AGING, PROGRAM OPERATIONS, APSW OPERATIONS

Employee Name	Class/ Object	Class Title	Job Number	Amount
Jade Marston	010-500100	Personal Services-Perm. Class.	48051010	$1,519.20
Jade Marston	060-500601	FICA (Permanent)	48051010	$94.19
Jade Marston	060-500604	Employee Retirement (Permanent)	48051010	$195.52
Jade Marston	060-500631	Medicare Coverage (Permanent)	48051010	$22.03
			Total	$1,830.94

EXPLANATION

This request is **retroactive** because Ms. Marston 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 to ensure In-Band Advancements are applied as appropriate. When the state adopted the Standard Occupational Classification system, areas of compression between supervisor and staff were created or exacerbated. The identified solution was to use the In-Band Advancement (IBA) to create separation in wages between certain supervisors and their staff. In this case, the In-Band Advancement was applied by mass upload to multiple positions, but the individual employee was not adjusted accordingly. The issue primarily affected supervisors at the highest end of the wage schedule, specifically step 11.

The Supervisor Vs who oversees Adult Protective Service Worker IIIs are in the same pay band. To rectify this inequity, DOP approved the Supervisor Vs for an In-Band Advancement. The application of Ms. Marston's In-Band Advancement allowed Ms. Marston to be eligible to move to Step A of the pay scale retroactive to February 17, 2025.

Approval of this action will ensure that Ms. Marston will retroactively receive compensation for the Increment related to the In-Band Advancement she is due effective February 17, 2025. Ms. Marston is due pay from February 17, 2025, through October 2, 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. Marston.

Respectfully submitted,

Lori A. Weaver
Commissioner