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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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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 \$1,453.05 from State Fiscal Year 2026 appropriations consisting of a payment in the amount of \$1,205.65 to Kayla Robbins, 21-1020 Social Wkrs-5 (Supervisor IV), for unpaid wages and associated payroll benefits of \$247.40, 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. 75.00% General Funds. 25.00% Federal Funds.

Funds are available in the following account as follows:

05-95-042-421010-29570000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SERVICES DEPT, HHS: DIV CHILDREN, YOUTH AND FAM, CHILD PROTECTION, CHILD PROTECTION

Employee Name	Class/ Object	Class Title	Job Number	Amount
Kayla Robbins	010-500100	Personal Services-Perm. Class.	42105705	\$1205.65
Kayla Robbins	060-500601	FICA (Permanent)	42105705	\$74.75
Kayla Robbins	060-500604	Employee Retirement (Permanent)	42105705	\$155.17
Kayla Robbins	060-500631	Medicare Coverage (Permanent)	42105705	\$17.48
			Total	\$1453.05

EXPLANATION

This request is **retroactive** because Ms. Robbins 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.

This employee was impacted by a pay scale inequity because the Supervisor IV's who oversee Child Protective Service Worker IV's are in the same pay band. To rectify this inequity, DOP approved the Supervisor IV's for an In-Band Advancement. Ms. Robbins took on the Supervisor IV position as of March 7, 2025, and the In-Band Advancement has now been approved by DOP to apply to the position.

Approval of this action will ensure that Ms. Robbins will retroactively receive compensation for the In-Band Advancement she is due effective March 7, 2025. Ms. Robbins is due pay from March 7, 2025, through October 15, 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. Robbins.

Respectfully submitted,



Lori A. Weaver
Commissioner