



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



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**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

August 26, 2014  
Bureau of Finance and Contracts

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord New Hampshire 03301

**REQUESTED ACTION**

*Retroactive*

Authorize the Department of Transportation to **retroactively** pay Barry White, Lift Bridge Worker III, \$1,645.27 for prior year rotating shift differential wages with current fiscal years fund that were not processed from June 14, 2013 to June 12, 2014 effective upon Governor and Council approval. 66% Highway Funds, 33% Local Funds and 1% Agency Income.

Funds are available in account titled, 04-096-096-9605-5034, Lift Bridge Operations as follows:

010-500100 Regular Personal Services	\$1,228.80
010-500105 Regular Holiday Pay	\$ 48.00
010-500106 Overtime Pay	\$ 251.55
060-500601 Benefits (FICA)	\$ 116.92
Total	\$ 1,645.27

**EXPLANATION**

This shift differential was missed due to an Administrative oversight when the employee went into a new position in June 2013. This employee's shift differential error was discovered due to an internal audit of the employee's payroll records in comparison to the 2013 budget.

Once discovered we calculated wages owed, received Division of Personnel approval and immediately began paying him correctly. We now request Governor and Council approval to pay for the prior fiscal year.

Respectfully Submitted,

Christopher D. Clement, Sr.  
Commissioner

## Kelly Hacking

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**From:** Julie McComb  
**Sent:** Wednesday, August 20, 2014 1:58 PM  
**To:** Douglas Gosling  
**Cc:** Kelly Hacking; Faith Ellis  
**Subject:** FW: Request for retroactive payment - missed shifts for 2 employees

Doug -

The request for retroactive payment for the missed shift for your 2 employees has been approved by DOP. Kelly will be working calculating the retroactive \$ and will be in touch with you as needed.

Julie

Julie A. McComb  
HR Coordinator II  
NHDOT Bureau of Human Resources

-----Original Message-----

**From:** Willingham, Sara J. [<mailto:Sara.Willingham@NH.Gov>]  
**Sent:** Wednesday, August 20, 2014 1:55 PM  
**To:** Julie McComb  
**Cc:** Burke, Candy J  
**Subject:** RE: Request for retroactive payment - missed shifts for 2 employees

I will approve the processing of this retroactive payment as requested below.

-----Original Message-----

**From:** Julie McComb [<mailto:JMcComb@dot.state.nh.us>]  
**Sent:** Wednesday, August 20, 2014 1:22 PM  
**To:** Willingham, Sara J.  
**Subject:** Request for retroactive payment - missed shifts for 2 employees

Sara,

The Department of Transportation requests your approval for retroactive payment of missed shifts for 2 employees who work in the Bureau of Bridge Maintenance. It has been confirmed that both employees have been working a set rotating shift since 6/14/13 and have not been paid the additional \$.60/hr for shift. Unfortunately, the coding of the shift on the position and the employee were missed in NH First at that time.

Upon approval, our payroll office will complete the calculation for retroactive \$ and follow the process for reimbursing the employees for \$ due.

Thank you for your consideration.  
Julie

Julie A. McComb  
HR Coordinator II  
NHDOT Bureau of Human Resources

-----Original Message-----

From: Kelly Hacking  
Sent: Wednesday, August 20, 2014 11:53 AM  
To: Julie McComb  
Subject: RE: possible 2 retro payments

Hi Julie,

I have verified that both employees were not getting paid shift since June 2013 when they lateralled into these new positions.  
We are going to start figuring the retro amount due to them so we have an idea of the \$\$ amount and then will find out if we need to go G&C based on that.

Thanks, Kelly

Kelly Hacking  
Payroll Supervisor  
Bureau of Finance & Contracts  
New Hampshire Department of Transportation  
7 Hazen Drive, PO Box 483, Room 170  
Concord, NH 03302-0483  
Tel (603) 271-2525  
Fax (603) 271-2653  
[khacking@dot.state.nh.us](mailto:khacking@dot.state.nh.us)

-----Original Message-----

From: Julie McComb  
Sent: Wednesday, August 20, 2014 11:14 AM  
To: Kelly Hacking  
Subject: FW: possible 2 retro payments  
Importance: High

Kelly,

Can you please check these out to see if they have been underpaid?  
PAF's were processed last year to change the position and keep them on rotating shift. But in NH First - the shift was removed on 6/14/13.

If \$ is due, B.M. may need to go to G&C because it involves previous fiscal years funds - do you know who would assist them with that? I think if less than a certain \$ amount they do not need to.

Julie

Julie A. McComb  
HR Coordinator II  
NHDOT Bureau of Human Resources

-----Original Message-----

From: Faith Ellis  
Sent: Wednesday, August 13, 2014 8:42 AM  
To: Julie McComb; Kathryn Hubley  
Cc: Steve Johnson (Br Maint); Douglas Gosling  
Subject: possible 2 retro payments

While looking at some budget information that Steve gave me I notice that two of the Full time LBW's are not getting the rotating shift pay.  
\$.60 an hour. I have attached the notices to start.

Philip Rogers and Barry White.

Please let me know if you need anything else from me, and when the retro pay will be entered so that we can notify them of the error. (so they know why they are getting the money).

Faith

Administrative Secretary  
NH DOT Bridge Maintenance  
603-271-3667