



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Finance and Contracts
October 1, 2015

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

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to retroactively pay Cheryl Rasmussen, Civil Engineer II, \$4,610.00 for compensation due to a missed labor grade increase with current fiscal years funds that were not processed from September 6, 2013 to June 26, 2015. 69.0% Federal Funds, 7.4% Agency Income and 23.6% Highway Funds.

Funds are available in account titled, 04-096-096-962015-3025, NH Department of Transportation, Highway Design Department as follows:

Table with 2 columns: Description and Amount. Rows include Regular Personal Services (\$4,260.92), Regular Holiday Pay (\$ 21.48), Overtime Pay (\$ 0.00), Benefits (FICA) (\$ 327.60), and Total (\$4,610.00).

EXPLANATION

As part of a recent internal audit, there was an error identified in Ms. Rasmussen's current labor grade status. When Ms. Rasmussen received her Engineer-in-Training Certification, she became eligible for a one labor grade increase according to the class specification for Civil Engineer I/II. Unfortunately, due to an administrative error, the labor grade increase was not processed accordingly.

Once the error was discovered, the Department immediately processed a one labor grade increase for Ms. Rasmussen to ensure she is compensated at the correct labor grade for her class specification. We then requested permission from Division of Personnel to process the retroactive transaction which has been approved pending approval by the Governor and Council. We now request Governor and Council approval to pay for the prior fiscal years.

Respectfully Submitted,

Handwritten signature of William Cass

William Cass, P.E.
Assistant Commissioner

## Michelle Drouin

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**From:** Kelly Hacking  
**Sent:** Thursday, October 01, 2015 8:23 AM  
**To:** Michelle Drouin  
**Subject:** FW: Retropay?

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**From:** Willingham, Sara J. [<mailto:Sara.Willingham@NH.Gov>]  
**Sent:** Tuesday, September 22, 2015 10:01 AM  
**To:** Alexis Martin  
**Subject:** RE: Retropay?

I will approve the processing of this transaction, pending approval by the Governor and Executive Council.

*Sara J. Willingham, Director of Personnel  
NH Division of Personnel  
28 School Street  
Concord, NH 03301  
(603) 271-3359 FAX (603) 271-1422  
[sara.willingham@nh.gov](mailto:sara.willingham@nh.gov)*

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**From:** Alexis Martin [<mailto:AMartin@dot.state.nh.us>]  
**Sent:** Tuesday, September 22, 2015 9:24 AM  
**To:** Willingham, Sara J.  
**Subject:** RE: Retropay?

Good morning Sara:

Our Payroll unit has determined the following amounts are due to employee Cheryl Rasmussen in retro pay due to a payroll error in the year 2000. Seeking your approval to move forward to G&C for payment.

FY 16 = \$464.0  
FY 15 = \$2385.60  
FY 14 = \$1896.80

Total = \$4746.40

Thank you

*Alexis Martin*

NHDOT Human Resources Administrator  
7 Hazen Drive  
Concord NH 03302-0483  
603-271-8313