



New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503
Concord, N.H. 03302-0503
(603) 230-7015


Joseph W. Mollica
Chairman


Michael R. Milligan
Deputy Commissioner

Margaret Wood Hassan
Governor

October 8, 2015

Retroactive

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

Requested Actions

The Liquor Commission respectfully requests retroactive approval for a one-time prior year step increase for Christine Keefe, Regional Store Supervisor in the amount of \$1,201.38 from the dates of December 28, 2014 through June 30, 2015. This amount was earned in FY 2015. *100% Liquor Funds.*

Funds are available in account # 02-77-77-771512-1030 Liquor Commission, Marketing, Merchandising, and Store Operations.

<u>Class #</u>	<u>Class Description</u>	<u>FY 2015</u>
010-500100	Regular Officers and Employees	\$1,201.38

Explanation

This retroactive request is due to a late evaluation which resulted in the step increase being delayed.

Respectfully Submitted,
New Hampshire State Liquor Commission

Joseph W. Mollica, Commissioner



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Joseph W. Mollica
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October 2, 2015

Sara Willingham
Director of Personnel
28 School Street
Concord, NH 03302

Re: Step increase for Christine Keefe full-time Regional Store Supervisor

Dear Ms. Willingham:

We are requesting retroactive pay for a step increase Per 901.03 (a) Salary Increments for Christine Keefe, full-time Regional Store Supervisor from December 28, 2014 to September 25, 2015. This employee should have received this step increase on December 28, 2014. This step increase was delayed as a result of a late evaluation. The evaluation has been completed for this individual and steps have been put into place to reduce the occurrence of this in the future.

If the retroactive increment is approved, Human Resources will create a work order in the NH First system to process this retroactive increment.

If you should need additional information please contact me.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Valpey".

Nancy Valpey
Human Resources Coordinator

cc: Payroll

Nancy L. Valpey

From: Willingham, Sara J. <Sara.Willingham@NH.Gov>
Sent: Tuesday, October 06, 2015 11:25 AM
To: Nancy L. Valpey
Cc: Burke, Candy J
Subject: RE: Retroactive Step Increase - Keefe (revised)
Attachments: Keefe, Chris.pdf

I will approve the process of this payment, provided that you obtain any necessary Governor and Council approvals.

From: Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]
Sent: Tuesday, October 06, 2015 10:38 AM
To: Willingham, Sara J.
Subject: Retroactive Step Increase - Keefe (revised)

Good Morning Sara,

Attached is a request from the Liquor Commission to process the retroactive step increase for employee Christine Keefe. With your approval we will process this step increase with the December 2014 effective date in the NH First system. The employee will be compensated for the retroactive portion of the step in two phases. The first phase will be from July 1, 2015 to September 25, 2015. The second phase will be processed after obtaining G&C approval for the December 2014 to June 30, 2015 portion of this retroactive pay.

If we need to do or send anything else to assist you in this request please let me know.

Thank you,

Nancy

Nancy Valpey

Human Resources Coordinator

NH State Liquor Commission

50 Storrs Street

PO Box 503

Concord, NH 03302-0503

PH: (603) 230-7004

Fax: (603) 271-3752

Email: nancy.valpey@liquor.state.nh.us

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