

10/22/15 PM 1:28:08

Handwritten initials and number: Jm 56



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

October 19, 2015

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

*Retroactive*

### Requested Action

Authorize the Department of Safety, Division of Fire Safety, to **retroactively** pay Ronald Anstey, Jr., the amount of \$1,123.31 for increment pay during SFY2015 with SFY 2016 funds. Effective upon Governor and Council approval. Funding source: 100% Revolving Funds.

02-23-23-238010-50020000 Dept. of Safety – Div. of Fire Safety – Fire Safety Administration  
050-500109 Personnel Service-Temp/Appoin – Part Time Salaries \$1,123.31

### Explanation

This request is **retroactive** due to an oversight in the processing of this employee's pay. Mr. Anstey, Jr., who is a part-time employee with the Division of Fire Safety, failed to receive the increment pay due him during the pay period of November 4, 2014, through June 11, 2015. This oversight was found during a changeover to an improved recordkeeping method that functions as an electronic crosscheck and tracks the hours of part-time employees to determine when increments are due.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner