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STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
OFFICE OF THE COMMISSIONER
172 Pembroke Road, Concord, New Hampshire 03301

TAYLOR CASWELL
Commissioner

TEL: 603-271-2341
FAX: 603-271-6784

May 8, 2018

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs to make a **RETROACTIVE** one-time payment from FY2018 funds to Lorna Colquhoun, Administrator III, Division of Economic Development, in the amount of \$1,122.80. This payment is to compensate the employee for wages that were not paid during FY2017, for the period of March 2, 2017 through June 30, 2017. 100% General Funds

Funding is available as follows:

03-22-22-220510-14480000		
Economic Development Admin		
Class/Object	Class Title	Amount
010-500100	Regular Officers and Employees	\$ 934.50
060-500601	FICA (Permanent)	\$ 57.94
060-500631	Medicare Coverage (Permanent)	\$ 13.55
060-500604	Retirement	\$ 116.81
Total:		\$1,122.80

EXPLANATION

The Department seeks retroactive approval of this request because Ms. Colquhoun was due compensation in FY2017 that was not paid because of a missed step increment. Ms. Colquhoun was due to receive her Step 5 increment on March 2, 2017. The administrative oversight was not discovered until FY2018. Approval of this request will rectify the error, thereby allowing payment of overdue wages.

Sincerely,

Taylor Caswell
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
Commissioner

Linda A. McFarland
Human Resource Administrator

June 29, 2017

Carol Jerry, Deputy Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Lorna Colquhoun, Administrator III #18114 was due to receive an increment on March 2, 2017. She was at LG 31, step 4, \$37.62 per hour and should have gone to a step 5, \$39.40 per hour.

This did not occur because the manager did not complete the evaluation until June 28, 2017. The reason is because with the reorganization of DRED, they did not fill the Director position and the Deputy Director has been on the Site Evaluation Committee which takes of a minimum of three days a week.

Because of the above, I do not want to penalize the employee further and request that we be allowed to process her increment, along with the retroactive pay she is entitled to. The amount of retroactive pay is \$934.50

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Jerry, Carol B
Sent: Thursday, June 29, 2017 4:02 PM
To: McFarland, Linda
Cc: Willingham, Sara J.; Sittig, Connie; Lydick, Joanne (Mottola)
Subject: RE: Request to process late increment
Attachments: Request to process late increment-Colquhoun.doc; Colquhoun, Lorna - Late Evaluation.xls; Increment Authorization (2).pdf

Based on the information you provided, your request to process a late increment for Ms. Colquhoun is approved.

From: McFarland, Linda
Sent: Thursday, June 29, 2017 2:38 PM
To: Jerry, Carol B
Cc: Willingham, Sara J.; Sittig, Connie; Lydick, Joanne (Mottola)
Subject: Request to process late increment

Please see the attached request

Linda A. McFarland

Human Resource Administrator

Dept. of Resources and Economic Development
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov

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