



APR 23 '18 AM 11:00 DAS

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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-2411 Fax: 271-2629

April 19, 2018

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, to make a **retroactive** one-time payment from State Fiscal Year 2018 funds to Julianne Boissonneault, Program Assistant II, Division of State Parks, Cannon Mountain, in the amount of \$1,105.88. This payment is to compensate the employee for wages that were not paid in State Fiscal Year 2017. Associated benefit payments totaling \$222.85 have also been included for a total payment of \$1,328.73.
100% Agency Income

03-035-351510-37030000 Cannon Mountain

Class 10- Personal Services Perm Classified

37030000- 500100 Full time Salaries 1,105.88

Class 60 – Benefits

37030000- 500601 FICA Permanent 68.57

37030000- 500631 Medicare Coverage Permanent 16.04

37030000 -500604 Employees' Retire (Perm) 138.24

222.85

Total 1,328.73

EXPLANATION

The request for a retroactive payment for wages that were not paid to Julianne Boissonneault is due to an administrative oversight by Human Resources regarding notification to the supervisor that the employee was due a performance evaluation and eligible for an increment. A performance evaluation has now been completed. Corrective measures have been implemented to ensure that this does not happen in the future.

Respectfully submitted,



Jeffrey Rose
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL & CULTURAL RESOURCES
172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
Commissioner

Linda A. McFarland
Human Resource Administrator

September 19, 2017

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

Re: Retroactive Pay Request

Dear Ms. Jerry:

Julianne Boissonneault, Program Assistant II #11545 was due to receive an increment on October 30, 2016. She was at LG 15 Step 7 \$21.02 per hour and should have gone to a step 8, \$21.87 per hour on October 30, 2016 and then to \$22.31 on Jan 6, 2017 due to the cost of living increase.

This did not occur because the manager did not complete the evaluation, even though reminders were sent. The manager lost the evaluation and then eventually found it buried and completed it.

The amount of the retroactive pay is as follows:

	FY'17	\$1,202.55
	<u>FY '18</u>	<u>\$ 290.03</u>
TOTAL		\$1,492.58

Because of the above, I do not want to penalize the employee further and request that we process the increment now and the amount of retroactive pay due for FY '18. Due to the amount owed for FY '17 I anticipate we will have to go to G&C. However, once approved by G&C, we would appreciate the approval to process at that time.

I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

From: Jerry, Carol B
Sent: Wednesday, September 20, 2017 8:08 AM
To: McFarland, Linda
Cc: Sittig, Connie; Lydick, Joanne (Mottola); Willingham, Sara J.
Subject: FW: REquest to process late increment

Based on the information that you provided this request to process retroactive increment for Ms. Boissonneault is approved.

From: McFarland, Linda
Sent: Tuesday, September 19, 2017 4:13 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 Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov.

PLEASE NOTE NEW AGENCY NAME. Formerly DEPT. of RESOURCES & ECONOMIC DEVELOPMENT

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10	72580	BOISSONNEAULT	A	400	6.44	07/25/2017	C
10	72580	BOISSONNEAULT	A	400	6.44	07/26/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/27/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/28/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/31/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/01/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/02/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/03/2017	C
10	72580	BOISSONNEAULT	A	404	1.72	08/04/2017	C
10	72580	BOISSONNEAULT	A	RGA	4.72	08/04/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/07/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/08/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/09/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/10/2017	C
10	72580	BOISSONNEAULT	A	400	2.58	08/11/2017	C
10	72580	BOISSONNEAULT	A	RGA	3.87	08/11/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/14/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/15/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/16/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/17/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/18/2017	C
10	72580	BOISSONNEAULT	A	404	1.72	08/21/2017	C
10	72580	BOISSONNEAULT	A	RGA	4.72	08/21/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/22/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/23/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/24/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/25/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/28/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/29/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/30/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	08/31/2017	C

386.70 → FY18 Actual. pd Alkyin FY18

386.70
 = 290.03
 96.67 ✓

CO	EE	Name	FC	PC	AMT	DATE	STATUS
Company	Employee ID	Last Name	Pay Code	Amount	Event Date	Always "C"	
10	72580	BOISSONNEAULT	A	RGA	6.44	06/09/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/12/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/13/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/14/2017	C
10	72580	BOISSONNEAULT	A	425	6.44	06/15/2017	C
10	72580	BOISSONNEAULT	A	425	6.44	06/16/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/19/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/20/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/21/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/22/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/23/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/26/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/27/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/28/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	06/29/2017	C
10	72580	BOISSONNEAULT	A	425	6.44	06/30/2017	C
10	72580	BOISSONNEAULT	A	400	6.44	07/03/2017	C
10	72580	BOISSONNEAULT	A	155	6.44	07/04/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/05/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/06/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/07/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/10/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/11/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/12/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/13/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/14/2017	C
10	72580	BOISSONNEAULT	A	RGA	6.44	07/17/2017	C
10	72580	BOISSONNEAULT	A	400	6.44	07/18/2017	C
10	72580	BOISSONNEAULT	A	400	6.44	07/19/2017	C
10	72580	BOISSONNEAULT	A	400	6.44	07/20/2017	C
10	72580	BOISSONNEAULT	A	400	6.44	07/21/2017	C
10	72580	BOISSONNEAULT	A	400	6.44	07/24/2017	C