

New Hampshire Commission for Human Rights

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PAUL J. PHILLIPS, ESQ.

August 19, 2014

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

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CONCORD, NEW HAMPSHIRE 03301-8501
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EXECUTIVE DIRECTOR
JONI N. ESPERIAN - 271-6838

ASSISTANT DIRECTOR
ROXANNE JULIANO - 271-2051

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ADMINISTRATIVE SECRETARY
DEBORAH EVANS - 271-2768

SECRETARY
NANCY RODGERS - 271-2767

Retracted

REQUESTED ACTION

Authorize the Commission for Human Rights to pay retroactively a onetime prior year step increase difference, in the amount of \$1,148.40, from SFY 2015 funds, for SFY 2014; effective upon Governor and Council approval. **Funding: 82.6% general and 17.4% federal funds.**

The funds are to be expended in FY 2015 in appropriation #02-76-76-760010-78820000 Human Rights Commission, Enforcement.

Annual Term Pay 010-500100 \$1,148.40

EXPLANATION

The Commission omitted the step increase when it was due the employee based on the perception of a step increase due after a yearly performance evaluation. The employee transferred from another agency to a higher labor grade and the Commission believed that it did not have sufficient information to evaluate performance only three months after the employee's hire date with the Commission. According to the contract, the Commission should have so informed the employee in writing and did not do so.

The Commission has been instructed on the transfer of employee increment procedures and does not foresee this happening again in the future.

Thank you for your consideration of this request.

Very truly yours,

Handwritten signature of Joni N. Esperian in black ink.

New Hampshire Commission for Human Rights

By: Joni N. Esperian, Esquire

Executive Director

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August 19, 2014

VIA EMAIL

Ms Sara J. Willingham, Director
Division of Personnel
State of New Hampshire
State House Annex
28 School Street
Concord NH 03301

Re: Approval of Retroactive Step Increase to September 30, 2013
Position No. 42414 Katrina E. Taylor

Dear Ms Willingham,

This is to request your approval of a retroactive step 3 increase for the above named employee who transferred to this commission on July 12, 2013. Her increment date was September 30, 2013. Being unfamiliar with the rules surrounding transferred state employees and step increases, management here believed Investigator Taylor would be eligible for an increment after one year of employment with the commission. We felt we would have the benefit of that time to evaluate her performance, as required by the contract. We did not know, as we do now, that if we were not going to provide an increment, we were obligated to notify our employee of that decision in writing before her increment date.

We need your approval in order to request funds from the Governor and Council in order to be in compliance with the contract.

Thank you for your time and consideration of this matter. Please do not hesitate to contact me with any concerns or questions.

Very truly yours,


Joni N. Esperian
Executive Director

Evans, Deborah

From: Willingham, Sara J.
Sent: Wednesday, September 10, 2014 9:01 AM
To: Evans, Deborah
Cc: Esperian, Joni; Burke, Candy J
Subject: RE: follow up on retro approval
Attachments: KT Retro letter.pdf

I will approve the processing of this retroactive transaction as requested in the attached document.

From: Evans, Deborah
Sent: Wednesday, September 10, 2014 8:49 AM
To: Willingham, Sara J.
Cc: Esperian, Joni
Subject: RE: follow up on retro approval

Good morning Sara

I am unable to find where I put the original email at this time. Please see attached letter from Joni and the G&C letter that was prepared. Thank you and have a good day. Deb

From: Willingham, Sara J.
Sent: Friday, September 05, 2014 4:43 PM
To: Evans, Deborah
Subject: RE: follow up on retro approval

I'm sorry Deb – I did not receive any email from you with a letter.

From: Evans, Deborah
Sent: Friday, September 05, 2014 11:11 AM
To: Willingham, Sara J.
Cc: Esperian, Joni
Subject: follow up on retro approval

Good morning Sara

Just want to follow up on the progress of approving Katrina Taylor's retro increment. Is there anything else you might need from the Commission other than the letter requesting your approval from Joni Esperian emailed to you 8/19/14???

Thank you and hope you have a good day and a good weekend. Deb

Deborah Evans
NH Commission for Human Rights
2768