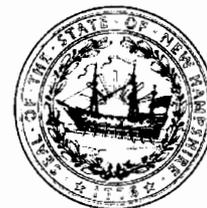




The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



S.A.M.
44

Clark B. Freise, Assistant Commissioner

May 3, 2017

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

REQUESTED ACTION

Authorize the Department of Environmental Services to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2017 funds to Sharon Perkins, Waste Management Division, Hazardous Waste Remediation Bureau in the amount of \$1,301.23. This payment is to compensate the employee for wages that were not paid for State Fiscal Year (SFY) 2016. The funds to be paid will be 100% General Funds.

444010-25890000-500100 Department of Environmental Services, Waste Division, Hazardous Waste Remediation Bureau

<u>Employee Name:</u>	<u>Class/ Object</u>	<u>Class Title</u>	<u>Job Number 12069</u>	<u>Amount</u>
Sharon Perkins	010-500100	Personal Services-Perm. Class.		\$ 1301.23
	060-500601	FICA (Permanent)		\$ 81.00
	060-500604	Employee Retirement (Permanent)		\$ 160.00
	060-500631	Medicare Coverage (Permanent)		\$ 19.00
		Total		<u>\$ 1561.23</u>

EXPLANATION

This request for a retroactive payment of wages is due to the employee not having received a step increase when she was due on 12/28/2015. This error was not discovered until State Fiscal Year 2017 when a new report for the human resources department was made available. The Bureau of Human Resource Management has instituted a process to minimize the reoccurrence of related errors. The newly available report is now run on a monthly basis to ensure that no step increases are missed going forward. Any step increases that may be held up for reasons such as not having an evaluation on file will also be captured in this report and will allow the Bureau of Human Resources to promptly remind supervisors to complete the necessary evaluation.

Sincerely,

Clark B. Freise
 Assistant Commissioner