



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
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JOHN J. BARTHELMES
COMMISSIONER

Retroactive

December 21, 2015

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

Requested Action

Authorize the Department of Safety, Division of Fire Safety, to **retroactively** pay Sheryl Nielsen, the amount of \$1,230.22 for increment pay during SFY2015 with SFY 2016 funds. Effective upon Governor and Council approval. Funding source: 100% Revolving Funds.

02-23-23-238010-59220000 Dept. of Safety – Div. of Fire Safety – Reduced Ignition Propensity Cig
050-500109 Personnel Service-Temp/Appoin – Part Time Salaries \$1,230.22

Explanation

This request is **retroactive** due to an oversight in the processing of this employee’s pay. Ms. Nielsen, who is a part-time employee with the Division of Fire Safety, failed to receive the increment pay due her during the pay period of August 14, 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
Commissioner