

THE STATE OF NEW HAMPSHIRE



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PUBLIC UTILITIES COMMISSION
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February 6, 2020

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

REQUESTED ACTION

Authorize the Public Utilities Commission to make two one-time **retroactive** payments for two employee salary increments, one to Margaret Raymond, in the amount of \$1,015.00 for the period December 28, 2018 to June 30, 2019 and one to Anthony Leone, in the amount of \$1,123.97 for the period February 14, 2019 to June 30, 2019. Effective upon Governor and Council approval. 100% Other Funds

		<u>Raymond</u>	<u>Leone</u>
010-081-28120000-010-500100	Salaries	844.88	935.55
010-081-28120000-060-500601	Benefits (FICA 6.2%)	52.38	58.00
010-081-28120000-060-500531	Benefits (Med 1.45%)	12.25	13.57
010-081-28120000-060-500604	Benefits (NHRS 12.49%)	<u>105.49</u>	<u>116.85</u>
		1,015.00	1,123.97

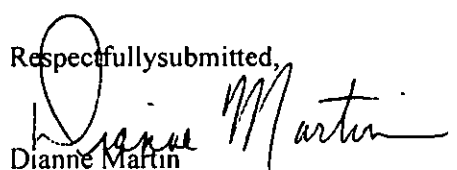
EXPLANATION

This request is **retroactive** because Margaret Raymond's salary increment was due on December 28, 2018, and Anthony Leone's salary increment was due on February 14, 2019. Both employees received an internal promotion while in the two-year waiting period between increments. When promoted, they were placed into a higher labor grade at a step with only a one-year waiting period. The new increment dates were not properly recorded in the system at the time.

Margaret Raymond, a 40-year employee of the Commission, is an Administrative Assistant II in the Commissioner's Office, and Anthony Leone, a 13-year employee, is a Utility Analyst III in the Gas & Water Division. Payments of \$844.88 and \$935.55, respectively, represent their prior year retroactive salary. Along with the state share of benefits due on behalf of Mrs. Raymond and Mr. Leone, the total balance owed to Mrs. Raymond is \$1015.00 and Mr. Leone is \$1123.97.

The Commission is working with the Division of Personnel and Financial Data Management to establish a complete evaluation and increment report in Excel to ensure this does not happen again in the future. Please let me know if you have any questions or need additional information.

Respectfully submitted,


Dianne Martin
Chairwoman

From: Lydick, Joanne (Mottola)
To: Pelletier, Julianne; Parker, Chelsey; LaBonte, Shane
Subject: RE: Margaret Raymond
Date: Wednesday, January 29, 2020 7:19:36 AM

Hi Juli,

You are correct she is due an increment dated 12-28-18. Can you send me both your reports so I can see what your referring too and I can work with FDM to see if we can correct them.

Thanks
Joanne

From: Lydick, Joanne (Mottola)
To: Pelletier, Julianne; Parker, Chelsey; LaBonte, Shane
Subject: RE: Anthony Leone
Date: Tuesday, February 4, 2020 7:21:47 AM

Hi Julianne,

You are correct this employee got an increment 2-14-18 which when they went to step 6 which is a two year wait, new date 2-14-2020.

Then in 3-2-18 they got a promotion which switch their step to 4 which is a one year wait.

3-2-18 to 3-2-19 is the increment more than a year which is was so it was changed to 2-14-2019. This employee is owed an increment.

Thank you

Joanne

From: Pelletier, Julianne <Julianne.Pelletier@puc.nh.gov>
Sent: Monday, February 3, 2020 3:17 PM
To: Lydick, Joanne (Mottola) <Joanne.Lydick@das.nh.gov>; Parker, Chelsey <Chelsey.Parker@das.nh.gov>; LaBonte, Shane <Shane.LaBonte@das.nh.gov>
Subject: Anthony Leone
Importance: High

Hi All,

Please review Anthony Leone 94298 – as soon as possible.

It appears to me that he should have had an increment last February 14, 2019 to step 5 following a promotion from March of 2018. I can't find anything in his file or in the system that says why this shouldn't have happened.

Could you please confirm?

The audit log shows me no activity after his promo date, but a date was in the system for 2/14/20 for increment, and then it looks like it got changed to 2/14/19.

I know that I have attached his current evaluation and an increment (as was thought by Debbie Gilman and his Supervisor was scheduled for 2/14/20. Still pending which I input)

Thanks again for your help.

Juli
