



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

P.O. BOX 1806  
CONCORD, NH 03302-1806

603-271-5610 FAX: 1-888-908-6609  
TDD Access: 1-800-735-2964  
www.nh.gov/nhdod

Helen E. Hanks  
Commissioner

Robin H. Maddaus  
Director

September 19, 2018

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

**REQUESTED ACTION**

Authorize the NH Department of Corrections (NHDOD) to make a one-time retroactive salary payment to Pharmacist, Iphigenia Daukopulos, position # 19848, in the amount of \$5,119.22 from account 02-46-46-465010-8236, for the period from April 13, 2018 through June 21, 2018 with current State fiscal year funds. 100% General Funds

Funds are available in the account, Medical and Forensic Services - Pharmacy, as follows:

Period Impacted: April 13, 2018 through June 21, 2018				
Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Iphigenia Daukopulos	02-46-46-465010-8236	\$ 4,273.14	\$ 846.08	\$ 5,119.22

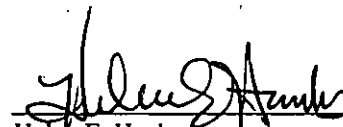
**EXPLANATION**

The NH Department of Corrections requests authorization to make a one-time retroactive salary payment to Pharmacist, Iphigenia Daukopulos, in the amount of \$5,119.22, for the period from April 13, 2018 through June 21, 2018 with current State fiscal year funds.

On April 13, 2018; Ms. Daukopulos was hired as a full-time Pharmacist for the NH Department of Corrections and mistakenly paid from a pay scale without the required enhancement from April 13, 2018 through June 21, 2018.

To make the necessary adjustment, the NH Department of Corrections is seeking a one-time retroactive salary payment to Ms. Daukopulos for \$5,119.22 representing the missed enhancement.

Respectfully Submitted,

  
Helen E. Hanks  
Commissioner



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
HUMAN RESOURCES

P.O. BOX 1806  
CONCORD, NH 03302-1806  
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Helen E. Hanks  
Commissioner  
Ella M. Fredette  
HR Administrator

INTER-DEPARTMENT COMMUNICATION

FROM: Kathryn Hubley  
Human Resource Coordinator

DATE: September 14, 2018

SUBJECT: G & C Request Needed

AT (OFFICE): Payroll  
Phone: 271-5661

TO: Jennifer Lind  
Administrator II

The following is information necessary to submit a G&C request for retroactive pay due to an employee:

Employee Name: Iphigenia Daukopulos  
Job Title: Pharmacist – NH State Prison for Men  
Org paid from: 8236  
Wage Schedule: A000  
Labor Grade: 27  
Step: 8

Period Impacted FY 18 4/13/18 through 6/7/18  
FY 19 6/8/18 through 6/21/18

State Fiscal Year (SFY)	SFY2018
Total Salary:	3,379.82
Total Benefits:	<u>699.20</u>
Total Due Employee:	4,049.02

State Fiscal Year (SFY)	SFY2019
Total Salary:	893.32
Total Benefits:	<u>176.88</u>
Total Due Employee:	1,070.20

Total Amount Due to Employee: 5,119.22

**REASON:** Iphigenia Daukopulos is a pharmacist hired on 04/13/18 and was mistakenly paid from a pay scale without the required enhancement. From 04/13/18 through 06/21/18 Ms. Daukopulos did not receive her enhancement. We are requesting G&C approval to pay her the retro pay for SFY18 for period 04/13/18 – 06/07/18 and SFY 19 for the period of 06/08/18 through 06/21/18. We respectively request a G&C item be processed to pay her the enhancement balanced owed.

Employee Name: Iphigenia Daukopulos  
Reason: Retroactive  
ID #: 7614  
Position #: 19848  
Wage Schedule: A000  
LG 27  
Step 8  
Effective: 1/6/2017

Pay Period Impacted: 4/13/2018 To 6/7/2018  
Dates in Pay Period: 4/13/2018 6/7/2018

Dates in Pay Period	Regular Hours Worked	Amount Paid	OT Worked	Amount Paid OT Worked	OT Straight	Amount Paid OT Straight	Holiday FT OT Paid	Amount Paid	Hazard Duty Pay	Wage Rate Paid	Actual Rate Paid	Total of Actual Pay	30% Enhancement	18% Enhancement	Correct Rate of Pay	Regular Hours Worked	Should Have Been Paid	OT Worked	Should Have Been Paid OT	OT Straight	Amount Paid OT Straight	Holiday FT OT Paid	Should Have Been Paid	Should Have Been Paid	Difference Owed
4/13/18 to 4/26/18	75	2,854.50	-	-	-	-	-	-	0.67	37.39	38.06	2,854.50	11.21	-	49.27	75	3,695.25	-	-	-	-	-	-	3,695.25	840.75
4/27/18 to 5/10/18	75	2,854.50	-	-	-	-	-	-	0.67	37.39	38.06	2,854.50	11.21	-	49.27	75	3,695.25	-	-	-	-	-	-	3,695.25	840.75
5/11/18 to 5/24/18	75	2,854.50	-	-	1	38.06	-	-	0.67	37.39	38.06	2,892.56	11.21	-	49.27	75	3,695.25	-	-	1	49.27	-	-	3,744.52	851.96
5/25/18 to 6/7/18	75	2,854.50	-	-	0.5	19.03	-	-	0.67	37.39	38.06	2,873.53	11.21	-	49.27	75	3,695.25	-	-	0.5	24.64	-	-	3,719.89	846.36
Total Amount Due																								3,379.82	

\* Holiday Hours Worked are coded at 1.5  
Example: 8 Hours Worked: coded at 12

Benefits		Rate	Total Owed	Total
Group I	FICA	0.062	3,379.82	209.55
	MED	0.0145	3,379.82	49.01
	RET	0.1215	3,379.82	410.65
Group II	RET	0.2943	-	0.00
Total Benefits				669.20

Total Salary & Benefits: \$ 4,049.02

Employee Name: Iphigenia Daukopulos

Reason: Retroactive

ID #: 7614

Position #: 19848

Wage Schedule: A000

LG 27

Step 8

Effective: 6/8/2018

Pay Period Impacted: 6/8/2018 To 6/21/2018

Dates in Pay Period: 6/8/2018 6/21/2018

Dates in Pay Period	Regular Hours Worked	Amount Paid	OT Worked	Amount Paid OT Worked	OT Straight	Amount Paid OT Straight	Holiday FT OT Paid	Amount Paid	Hazard Duty Pay	Wage Rate Paid	Actual Rate Paid	Total of Actual Pay	30% Enhancement	38% Enhancement	Correct Rate of Pay	Regular Hours Worked	Should Have Been Paid	OT Worked	Should Have Been Paid OT	OT Straight	Amount Paid OT Straight	Holiday FT OT Paid	Should Have Been Paid	Should Have Been Paid	Difference Owed
6/8/18 to 6/21/18	75	2,897.26	-	-	3.50	135.21	-	-	0.67	37.96	38.63	3,032.47	11.38	14.42	50.01	75	3,750.75	-	-	3.50	175.04	-	-	3,925.79	893.32
Total Amount Due																									893.32

\* Holiday Hours Worked are coded at 1.5

Example: 8 Hours Worked: coded at 12

Benefits		Rate	Total Owed	Totalled
FICA		0.062	893.32	55.39
MED		0.0145	893.32	12.95
Group I	RET	0.1215	893.32	108.54
Group II	RET	0.2943	-	0.00
Total Benefits				176.88

Total Salary & Benefits: \$ 1,070.20



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Helen E. Hanks  
Commissioner

Robin H. Maddaus  
Director

G & C

May 31, 2018

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

Pending \_\_\_\_\_  
Approved JUNE 20, 2018  
Item # #79

REQUESTED ACTION

Authorize the NH Department of Corrections' request, in concurrence with the decision of the Department of Administrative Services, Director of Personnel, dated May 3, 2018, in accordance to RSA 99:8, to supplement the existing 30% salary enhancement approved by Governor and Executive Council on May 3, 2017, Item # 43, by a supplemental salary enhancement of approximately 38% for position #19851, Chief Pharmacist, Labor Grade 30 and positions #12997, #19553 and #19848, Pharmacist, Labor Grade 27, totaling \$208,620.51, effective upon Governor and Executive Council approval for the period from July 1, 2018 through June 30, 2019.


EXPLANATION

This supplemental salary enhancement of approximately 38% for the Department's Chief Pharmacist and Pharmacist positions is for the purpose of retention due to the competitive labor market and dramatic salary differences from the State's classified pay scale of compensation to the industry's level of compensation and more specifically to other State Agency's unclassified salary structure when comparing like classification occupations within the same geographic location.

To remain competitive within the labor market, the Department is requesting this supplemental increase to the current authorized 30% salary enhancement by adjusting the classified salary pay scales to the same level of compensation as those Pharmacists who are currently paid in the unclassified pay scales reflected in labor grade KK and NN by another State Agency. The Department has requested salary enhancements to remain competitive and attractive for recruiting and retention purposes as the Department's current classified Pharmacist salary structure does not provide the compensation necessary to retain these positions nor compete with another State Agency. The Department will be pursuing legislation to create unclassified positions for our Chief Pharmacist and Pharmacist positions.

The funding for the salary enhancements for these positions is budgeted in the SFY 2019 State operating budget appropriation in the accounting unit, Department of Corrections: 02-46-46-465010-8236-010-500100, Regular Officers and Employees.

Respectfully Submitted,

  
Helen E. Hanks  
Commissioner