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MLC

STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
BUREAU OF HUMAN RESOURCES

P.O. BOX 1806
CONCORD, NH 03302-1806
603-271-5650 FAX: 603-223-2333
TDD Access: 1-800-735-2964

Helen Hanks
Commissioner

Ella Fredette
Human Resource
Administrator

April 24, 2019

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

REQUESTED ACTION

Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes and in accordance with the Rules of the Division of Personnel, Per 904.01 Request for Temporary Increase, authorize the NH Department of Corrections (NHDOC), in concurrence with the decision of the Department of Administrative Services, Director of Personnel, dated April 12, 2019, to continue a sixty-eight percent (68%) base hourly wage enhancement for position #19851, Chief Pharmacist, Labor Grade 30, and positions #12997, #16290, #19553 and #19848, Pharmacist, Labor Grade 27, totaling \$543,262, effective upon Governor and Executive Council approval for the period from July 1, 2019 through June 30, 2021. 100% General Funds.

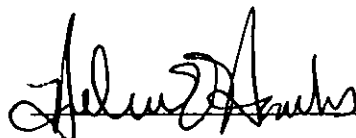
EXPLANATION

The salary enhancement of 68% for the Department's pharmacist positions is for the purpose of recruitment and retention due to the competitive labor market and dramatic salary differences from the State's classified pay scale to the industry's level of compensation and more specifically to other State Agency's unclassified salary structure when comparing like classification occupations.

The Department has proposed in its SFY 2020 and 2021 biennium budget for the above pharmacist positions to become unclassified in an effort to stay competitive and provide the equity in compensation. However, until the budget is approved and these positions are established as unclassified, the Department submits this request to seek approval to continue the 68% salary enhancement.

Funding for the salary enhancement for these positions is budgeted in the SFY 2020 and 2021 Biennium Budget in the accounting unit, Department of Corrections: 02-46-46-465010-010-500100, Regular Officers and Employees.

Respectfully Submitted,


Helen E. Hanks
Commissioner

SFY 2020 & 2021 Pharmacist Salary Enhancement Estimated Cost

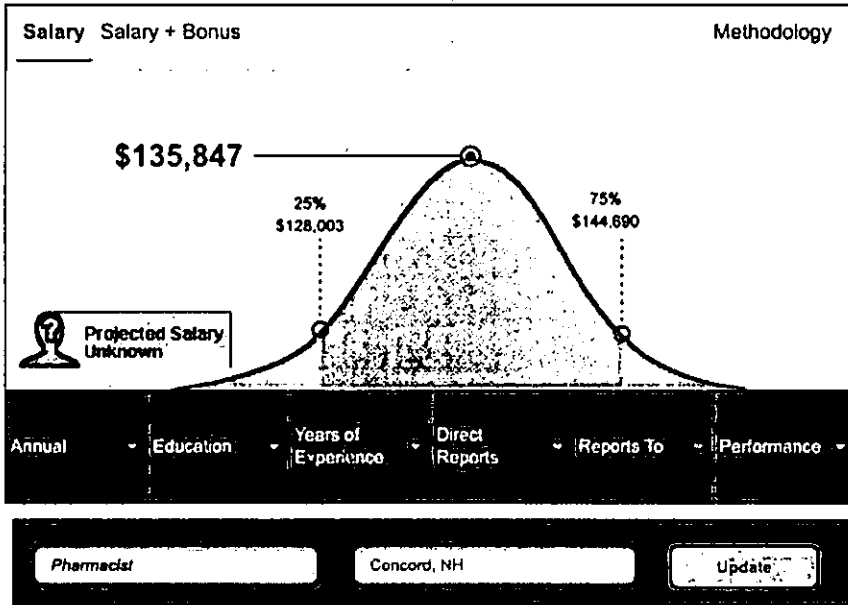
Classification	Current Authority	Position #	Current A000 LG/Step	Increment Information	SFY 2020 Base A000 Salary	Enhancement 68%	SFY 2020 Salary with 68% Enhancement	SFY 2021 Base A000 Salary	Enhancement 68%	SFY 2021 Salary with 68% Enhancement	Cumulative SFY 2020 & 2021 Salary Enhancement Cost
Chief Pharmacist	G&C #79 6/20/18	#19851	LG 30 Step 7		\$ 82,894.50	\$ 56,368.26	\$ 139,262.76	\$ 86,897.00	\$ 58,953.96	\$ 145,850.96	\$ 115,322.22
Pharmacist	G&C #79 6/20/18	#12997	LG 27 Step 8		\$ 75,133.50	\$ 51,090.78	\$ 126,224.28	\$ 79,170.00	\$ 53,835.60	\$ 133,005.60	\$ 104,926.38
Pharmacist	G&C #79 6/20/18	#19553	LG 27 Step 9	Reached max	\$ 79,170.00	\$ 53,835.60	\$ 133,005.60	\$ 79,170.00	\$ 53,835.60	\$ 133,005.60	\$ 107,671.20
Pharmacist	G&C #79 6/20/18	#19848	LG 27 Step 9	Reached max	\$ 79,170.00	\$ 53,835.60	\$ 133,005.60	\$ 79,170.00	\$ 53,835.60	\$ 133,005.60	\$ 107,671.20
Pharmacist	Re-classed 10/9/18	#16290	LG 27 Step 9	Reached max	\$ 79,170.00	\$ 53,835.60	\$ 133,005.60	\$ 79,170.00	\$ 53,835.60	\$ 133,005.60	\$ 107,671.20
Total - General Funds					\$ 395,538	\$ 268,966	\$ 664,504	\$ 403,377	\$ 274,296	\$ 677,673	\$ 543,262

Re-class to Unclassified Salaries: Chapter 162 Laws of 2018

Grade	# of Positions	Salary	Extend Cost
NN	1	\$149,219.98	\$149,219.98
KK	4	\$134,729.40	\$538,917.60
Total			\$688,137.58

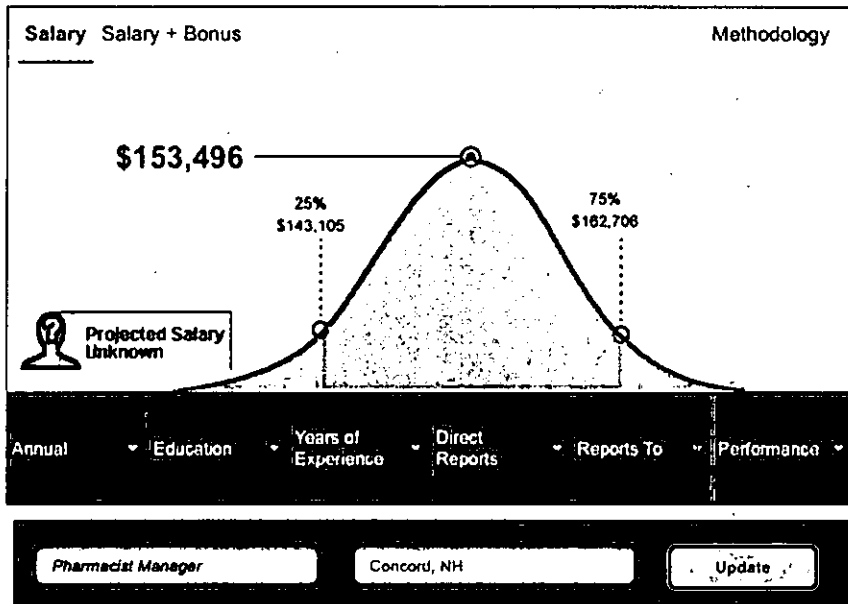
SFY 2020 Increase in Salaries as Unclassified \$23,633.74

Pharmacist Concord, NH



Source: <https://swz.salary.com/SalaryWizard/Pharmacist-Salary-Details-Concord-NH.aspx>

Pharmacist Manager Concord, NH



Source: <https://swz.salary.com/SalaryWizard/Pharmacist-manager-Salary-Details-Concord-NH.aspx>

Lind, Jennifer

To: Lind, Jennifer
Subject: RE: Pharmacist Salary Enhancement Extension Request

From: Fredette, Ella
Sent: Tuesday, April 16, 2019 10:55 AM
To: Lind, Jennifer <Jennifer.Lind@doc.nh.gov>
Cc: Maddaus, Robin <Robin.Maddaus@doc.nh.gov>; Stone, Lisa <Lisa.Stone@doc.nh.gov>
Subject: FW: Pharmacist Salary Enhancement Extension Request
Importance: High

Good Morning,

Below is the DOP approval to move forward with extending the 68% enhancement for the Chief Pharmacist and Pharmacist(s) positions. I have attached the backup information as well as my request to DOP.

Please let me know if you need any additional information. Thank you!

Respectfully,



Ella Fredette
Human Resources Administrator
NH Department of Corrections
(603) 271-5640
(603) 223-2333 fax

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From: Jerry, Carol B <Carol.Jerry@das.nh.gov>
Sent: Monday, April 15, 2019 3:56 PM
To: Fredette, Ella <Ella.Fredette@doc.nh.gov>
Subject: FW: Pharmacist Salary Enhancement Extension Request
Importance: High

Dear Ella,

Thank you for providing the Pharmacist and Chief Pharmacist information from Salary Wizard and for submitting your justification letter and supporting wage documentation to continue the existing 68% enhancement for the Pharmacist employees at the Department of Corrections who are compensated on the A000 pay scale, which would include positions assigned to the following classification titles:

Chief Pharmacist
Pharmacist

Under Personnel Rule 904.01(a), an appointing authority may request a temporary increase in the compensation of a class by submitting a comparison of salaries in the appropriate industry and geographic location, including occupations which are comparable to the state classification for which the increase is sought. I have reviewed the wage and compensation materials you submitted for positions in similar occupations, and find you have met the documentation requirements of the Personnel Rules. Therefore, you may proceed to Governor and Council with your request to extend the existing temporary 68% enhancement for the pharmacist employees at the Department of Corrections who are compensated on the A000 scale. Upon approval, the temporary enhancement will be in effect for 24-month period commencing July 1, 2019 or 24 months from the date of Governor and Council approval, whichever is later.

Carol

From: Fredette, Ella <Ella.Fredette@doc.nh.gov>
Sent: Friday, April 12, 2019 10:44 AM
To: Jerry, Carol B <Carol.Jerry@das.nh.gov>
Cc: Rudis, Lorrie <Lorrie.Rudis@das.nh.gov>
Subject: Pharmacist Salary Enhancement Extension Request
Importance: High

Good Morning,

Attached, please find a request to extend our 68% salary enhancement for our Pharmacist positions. As you know, we are working through the process to change all our pharmacists to unclassified positions for our FY 20-21 budget. Being that our current pharmacist enhancement expires in June, we felt it best to obtain an extension as the process to transition the positions will most likely go beyond the expiration date.

Thank you in advance for your review and consideration.

Respectfully,



Ella Fredette
Human Resources Administrator
NH Department of Corrections
(603) 271-5640
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Helen E. Hanks
Commissioner

Ella Fredette
Administrator

April 12, 2019

Carol Jerry
Deputy Director
NH Division of Personnel
28 School Street
Concord, NH 03301

Dear Ms. Jerry:

In accordance with the NH Code of Administrative Rules per 904.01, the NH Department of Corrections respectfully requests a continuation of a 68% salary enhancement for our Pharmacist positions. Specifically, Chief Pharmacist, Position #19851, labor grade 30 and Pharmacist positions, #16290, #19553, #19848, #12997, labor grade 27; for a 24-month period from July 1, 2019 through June 30, 2021, or until such time these positions are approved in the Department's FY 20/21 budget as unclassified positions.

Upon review of current trends within this profession, the enclosed Salary Charts (Attachment 1) reflect that the median salary for Pharmacists is \$135,847, where the State's A000 pay scale for Pharmacists, at labor grade 27 maximum step is \$79,170. With this requested salary enhancement, the salary would equate to \$133,005.60. The Salary Chart for Chief Pharmacist (Pharmacist Manager-Attachment I) demonstrates that the median salary is \$153,496. The current State's A000 pay scale for Chief Pharmacist at labor grade 30, maximum step is \$90,772.50, with the 68% requested salary enhancement it would equate to \$152,497.80. The current incumbent's salary for Chief Pharmacist with the enhancement is currently \$139,262., which is still less than the unclassified salary for this position which is \$149,219.

Since, 2001, the Department has continually requested salary enhancements to maintain a competitive salary for retention and recruitment of our positions. To meet this continuing trend, in April 2018, we requested an increase from our previously approved 30% enhancement to 68% to help come in line with the State's unclassified Pharmacist positions. The continuing reality we face is that the current classified pay scale does not provide the compensation necessary for this occupation in order to retain these positions and to compete with another State agency.

The Department has proposed in its FY 20/21, budget that the Pharmacists and Chief Pharmacist positions become unclassified positions in an effort to bring our Pharmacist positions in line with that of a current State agency and help provide the equity in compensation. However, until the budget is approved and these positions are established as unclassified, we submit this request and seek your approval to continue the 68% salary enhancement.

Enclosed is the Attachment 1 mentioned which was obtained through Salary.Com. Also enclosed is a spreadsheet showing the base salaries for each position and the projected cost for the 24- month period.

Respectfully,

Ella Fredette
HR Administrator

EF/lc
attachments

TITLE VI
PUBLIC OFFICERS AND EMPLOYEES
CHAPTER 99
ADJUSTMENT OF SALARIES OF STATE EMPLOYEES

Section 99:8

99:8 Increases for Recruitment Purposes. – Upon request of the appointing authority, the governor and council are hereby authorized and empowered, notwithstanding any other provisions of the law to the contrary, upon a finding by them and a recommendation from the director of personnel that a substantial number of vacancies exist in any class of authorized positions which vacancies require an increase in salaries for recruitment of qualified personnel therefor, to increase salaries of such classified positions, any such increases to be a charge against the salary adjustment fund.

Source. 1967, 353:6. 1974, 52:6. 1986, 12:4, 1, eff. Mar. 27, 1986.

Per 903.06 Overtime When Employee is Called Back to Work.

(a) Except for employees exempt under the Federal Fair Labor Standards Act, employees called back to work without prior notice on the same day after once leaving work or before the next regular starting time shall be compensated as follows:

- (1) Employees shall be compensated at one and one half times the hourly rate for the hours worked and shall be guaranteed a minimum of 3 hours of premium pay; and
- (2) Call back hours shall not be considered a part of the basic workweek for premium pay purposes.

(b) Employees called back to work under paragraph (a) shall have the hours worked computed from portal to portal.

Source. (See Revision Notes at chapter heading for Per 100) #8738, eff 10-18-06; ss by #10817, eff 5-17-15

Per 903.07 Timeliness of Payment. Whenever practicable, an appointing authority shall ensure payment for overtime work at the same time the employee usually receives the paycheck for the period within which the overtime work was performed.

Source. (See Revision Notes at chapter heading for Per 100) #8738, eff 10-18-06; ss by #10817, eff 5-17-15

PART Per 904 INCREASING COMPENSATION TO ENHANCE RECRUITMENT

Per 904.01 Request for Temporary Increase.

(a) An appointing authority may request an increase in the compensation of a class for recruitment purposes under RSA 99:8 by submitting a request to the director containing the following information:

- (1) A comparison of salaries in the appropriate industry and geographic location, including:
 - a. Occupations which are comparable to the state classification for which the increase is sought; and
 - b. A comparison of benefits as a percentage of salary;
- (2) A recommended percentage increase over the current salary grade assignment of the class title, based on the data compiled by the appointing authority under (1);
- (3) A detailed plan explaining how the appointing authority intends to adjust the salaries of all class members; and
- (4) The number of positions affected by an increase for recruitment purposes and the overall cost of the proposed increase.

(b) If the director concurs with an increase in compensation for recruitment purposes based upon the information provided in (a) or the director's own market studies conducted under RSA 21-I: 42, VI, the appointing authority's recommendation to governor and council shall be in the form of a suggested percentage increase in the hourly wage of the class, for a period not to exceed 24 months.

(c) If the director or the appointing authority determines the need for the temporary increase no longer exists, either based on information from the appointing authority or on the director's own market studies conducted under RSA 21-I:42, VI, the director shall recommend to governor and council that any increase originally recommended under paragraph (b) be withdrawn.

Source. (See Revision Notes at chapter heading for Per 100) #8738, eff 10-18-06; amd by #10239, eff 3-18-13; ss by #10817, eff 5-17-15

CHAPTER Per 1000 INVESTIGATIONS, DISCIPLINE AND NON-DISCIPLINARY REMOVAL