



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

19  
Beaton

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

Bureau of Human Resources  
December 15, 2016

**REQUESTED ACTION**

Authorize the New Hampshire Department of Transportation to **retroactively** pay Philip Brogan, Civil Engineer IV, \$3,342.00 for compensation due to a missed promotion with current fiscal year funds that were not processed from August 12, 2015 to October 13, 2016. 30% Federal Funds, 9% Agency Income and 61% Highway Funds.

Funds are available in account titled, 04-096-096-962015-3033, NH Department of Transportation, Bureau of Bridge Design as follows:

010-500100 Regular Personal Services	\$ 2,811.28
019-500105 Regular Holiday Pay	\$ 103.68
060-500601 Benefits (FICA)	\$ 222.99
060-500604 Benefits (NHRS)	\$ <u>204.05</u>
Total	\$ 3,342.00

**EXPLANATION**

An error has been identified in Mr. Brogan's classification status.

For recruitment purposes, vacant position #21731 was temporarily downgraded to a Civil Engineer III from a Civil Engineer IV in early 2015. Mr. Brogan was hired into this position in February 2015. The temporary downgrade allowed Mr. Brogan six months to meet the qualifications of the Civil Engineer IV position. On August 12, 2015, Mr. Brogan met the qualifications of the Civil Engineer IV having accumulated the required experience and receiving his Professional Engineer license. On that date, the temporary downgrade should have been lifted, resulting in a labor grade increase. Due to administrative oversight, the position remained in the Civil Engineer III status until discovered in October of 2016.

Once discovered, the Department requested approval from the Director of State Personnel to lift the temporary downgrade as well as to retroactively pay this employee from August 12, 2016. It was granted, pending approval from Governor and Council. The Department now requests Governor and Council approval to pay retroactive wages.

Sincerely,

Victoria F. Sheehan  
Commissioner

## Chamberland, Gloria

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**From:** Hacking, Kelly  
**Sent:** Thursday, October 27, 2016 10:33 AM  
**To:** Landry, Robert; Chamberland, Gloria; Martin, Alexis  
**Cc:** Nash, Paula  
**Subject:** RE: Error Found with Temp Downgrade 21731

Good Morning,

Please be advised that due to the amount and time frame we will need to go to G&C for approval of his retroactive payment. Depending on timing with the holidays and schedules this could take up to 2 to 3 pay periods.

Kelly

Kelly Hacking  
Payroll Supervisor  
Bureau of Finance & Contracts  
New Hampshire Department of Transportation  
7 Hazen Drive, PO Box 483, Room 170  
Concord, NH 03302-0483  
Tel (603) 271-2525  
Fax (603) 271-2653  
[khacking@dot.state.nh.us](mailto:khacking@dot.state.nh.us)

**From:** Landry, Robert  
**Sent:** Tuesday, October 25, 2016 10:32 AM  
**To:** Chamberland, Gloria; Martin, Alexis; DOT-Core HR; DOT-Payroll  
**Cc:** Nash, Paula  
**Subject:** RE: Error Found with Temp Downgrade 21731

He is currently a Labor Grade 24 Step 5 for the CE 3 position (\$28.27 per hour), so he would move to a Labor Grade 27 Step 3 for the CE 4 position (\$29.50 per hour) as LG 27 Step 2 is \$28.27 per hour)

Thanks

L. Robert Landry, Jr.  
NHDOT Bridge Design, Administrator  
[RLandry@dot.state.nh.us](mailto:RLandry@dot.state.nh.us)  
603.271.3921

**From:** Chamberland, Gloria  
**Sent:** Tuesday, October 25, 2016 9:46 AM  
**To:** Martin, Alexis; DOT-Core HR; DOT-Payroll  
**Cc:** Landry, Robert; Nash, Paula  
**Subject:** RE: Error Found with Temp Downgrade 21731

Can you tell me what LG and Step he should have been at on 8-12-15? That way I can start the calculations. Thanks,  
gloria

**From:** Martin, Alexis  
**Sent:** Tuesday, October 25, 2016 9:08 AM  
**To:** DOT-Core HR; DOT-Payroll  
**Cc:** Landry, Robert; Nash, Paula  
**Subject:** FW: Error Found with Temp Downgrade 21731  
**Importance:** High

Ok—Let's figure out what we owe Mr. Brogan.....

Alexis

**From:** Willingham, Sara J. [<mailto:Sara.Willingham@NH.Gov>]  
**Sent:** Monday, October 24, 2016 1:08 PM  
**To:** Martin, Alexis  
**Cc:** Lydick, Joanne (Mottola)  
**Subject:** RE: Error Found with Temp Downgrade 21731

Your request to process the retroactive transaction and back pay for the employee in position #21731, as noted below, is approved.

**From:** Martin, Alexis [<mailto:AMartin@dot.state.nh.us>]  
**Sent:** Friday, October 21, 2016 10:32 AM  
**To:** Willingham, Sara J.  
**Subject:** Error Found with Temp Downgrade 21731

Good morning Sara:

While working on Workforce Development with an Administrator this week, we found a Civil Engineer 4 position (#21731) that was temporarily downgraded (for recruitment purposes) to a Civil Engineer 3 in February of 2015. That position is still in the temp downgrade status today. The employee hired into this position received his Professional Engineer licensure on 6/11/15 and as of 8/12/15, had enough experience to certify for the CE4.

At this point, we need to place the position back up to the original CE4 level ( which I believe I'll need your permission for since it's so old) and I believe we owe this employee retroactive pay back to 8/12/15?

Thanks Sara!

Alexis Martin  
NHDOT Human Resources Administrator  
7 Hazen Drive  
Concord NH 03302-0483  
603-271-8313