



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATION

William L. Wrenn
 Commissioner

Doreen Wittenberg
 Director

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

603-271-5610 FAX: 603-271-5639
 TDD Access: 1-800-735-2964

February 11, 2016

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Executive Council
 State House
 Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION

Authorize the Department of Corrections to make a one-time **retroactive** salary payment to Chef II, Charles Hanson Jr., position # 41476, in the amount of \$1,647.38 from account 02-46-46-468010-8250, for the period from June 13, 2014 through June 11, 2015 with current State fiscal year funds. 100% General Funds

Funds are available in the account, *Berlin Prison (NCF)*, as follows:

Period Impacted: June 13, 2014 - June 11, 2015

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Charles Hanson, Jr.	02-46-46-4680101-8250	\$ 1,647.38	\$ 466.75	\$ 2,114.13

EXPLANATION

The NH Department of Corrections (NH DOC) requests authorization to make a one-time **retroactive** salary payment to Chef II, Charles Hanson Jr. , in the amount of \$1,647.38, for the period from June 13, 2014 through June 11, 2015 with current State fiscal year funds.

On November 7, 2002, Mr. Hanson was hired as a full-time Chef II for the Northern NH Correctional Facility. In March 2013, Mr. Hanson had a break in service and was out of work for an extended absence without pay. Mr. Hanson returned to service as part-time and then to full-time as of February 20, 2014.

To make the necessary adjustment, the NH Department of Corrections is seeking a one-time retroactive salary payment to Mr. Hanson for \$1,647.38 representing the missed increment for the period of June 13, 2014 through June 11, 2015.

Respectfully Submitted,

William L. Wrenn
 Commissioner