



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATION

P.O. BOX 1806
 CONCORD, NH 03302-1806
 603-271-5610 FAX: 603-271-5639
 TDD Access: 1-800-735-2964

William L. Wrenn
 Commissioner

Robin Maddaus
 Director

38B

dm
sjw

August 10, 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 Dana Davis, TI College Associate Professor, in the amount of \$1,226.44 from account 02-46-46-469010-8232, for the period from February 18, 2015 through June 30, 2015 with current State fiscal year funds. 100% General Funds

Funds are available in the account, *Institutional Programs*, as follows:

Period Impacted: February 18, 2015 – June 30, 2015

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Dana Davis	02-46-46-469010-8232	\$965.55	\$260.89	\$1,226.44

EXPLANATION

The NH Department of Corrections (NH DOC) requests authorization to make a one-time **retroactive** salary payment to Dana Davis, TI College Associate Professor, in the amount of \$1,226.44, for the period from February 18, 2015 through June 30, 2015 with current State fiscal year funds.

Mr. Davis was a TI College Associate Professor assigned to the Special School District at the NH State Prison for Men. Mr. Davis was at LG 22, Step 7, A234 pay scale, with hazardous duty pay as Corrections Line Personnel. Mr. Davis was due an increment to Step 8 on February 18, 2015. Due to a workload oversight, the increment was not processed and not discovered until the process of Mr. Davis's retirement, effective December 18, 2015, began.

To make the necessary adjustment, the NH Department of Corrections is seeking a one-time retroactive salary payment to Mr. Davis for \$1,226.44 representing the missed increment for the period of February 18, 2015 through June 30, 2015.

Respectfully Submitted,
on behalf of:

William L. Wrenn, Helen E. Hanks Acting
 William L. Wrenn
 Commissioner