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# New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503  
Concord, N.H. 03302-0503  
(603) 230-7015

Joseph W. Mollica  
Chairman

Michael R. Milligan  
Deputy Commissioner

Margaret Wood Hassan  
Governor

November 18, 2014

*Retroactive*  
*100% Lic. Funds*

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

### Requested Actions

The Liquor Commission respectfully requests retroactive approval for a one-time prior year step increase for Karyl Ober Miles, part time Training Coordinator in the amount of \$1,086.20 from the dates of October 18, 2013 through June 30, 2014. This amount was earned in FY 2014.

Funds are available in account # 02-77-77-771512-1030 Liquor Commission, Marketing, Merchandising, and Store Operations.

<u>Class #</u>	<u>Class Description</u>	<u>FY 2011</u>
050-500109	Regular Officers and Employees	\$ 1,086.20

### Explanation

This retroactive request is due to complications with NH First system, there is no automated system in place to determine when a part-time employee earns a step increase. The missed step increase was found while building a manual database to track part-time step increases.

Respectfully Submitted,  
New Hampshire State Liquor Commission

Joseph W. Mollica, Commissioner

## Nancy L. Valpey

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**From:** Willingham, Sara J. <Sara.Willingham@NH.Gov>  
**Sent:** Tuesday, October 14, 2014 11:55 AM  
**To:** Nancy L. Valpey  
**Cc:** Burke, Candy J  
**Subject:** RE: Request for Retroactive pay - Will require G&C approval (Ober-Miles)

I will approve the processing of this retroactive payment, pending authorization by the Governor and Council.

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**From:** Nancy L. Valpey [<mailto:Nancy.Valpey@liquor.state.nh.us>]  
**Sent:** Tuesday, October 14, 2014 9:28 AM  
**To:** Willingham, Sara J.  
**Subject:** Request for Retroactive pay - Will require G&C approval (Ober-Miles)

Dear Ms. Willingham:

The NH Liquor Commission is requesting your approval for a retroactive step increase and retroactive pay for a step increase Per 901.03 (a) Salary Increments for Karyl Ober-Miles, Part Time Training Coordinator. The employee's step increase was due on January 8, 2014 with retroactive pay from this date until Thursday, October 16, 2014.

Ms. Ober-Miles is currently a LG 21, step 3 and is due an increment that would bring her to a step 4. This delay occurred due to the fact that the Lawson system has no ability to track the numbers of hours a part-time employee works towards a step increase. Full-time step increases occur on the employee's anniversary date. Part-time employees earn the step increase when they work the hours equivalent to the full-time year. Without an automated system in place this is a manual process for each of the part-time employees working for the Liquor Commission.

Due to the amount of money owed this employee I have requested the retroactive pay to October 16, 2014 to provide us sufficient time for G&C approval.

If we should need to send or do anything else please let me know.

Thank you in advance for your consideration in this matter.

Sincerely,

Nancy

*Nancy Valpey*

Human Resources Coordinator

NH State Liquor Commission

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