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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
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603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

Retroactive

October 18, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

Requested Action

Authorize the Department of Safety, Office of Commissioner, to **retroactively** pay Michael Anderson the amount of \$2,425.52 for the period of October 2, 2014 through June 11, 2016 for a missed increment that was due. Effective upon Governor and Council approval. Funding source: 52% General/25% Highway/23% Turnpike Funds.

02-23-23-234015-40030000 Dept. of Safety – Division of State Police – Traffic Bureau
050-500109 Personal Service-Temp/Appoin – Part Time Salaries \$2,425.52

Explanation

This request is **retroactive** due to an oversight in the processing of this employee's pay. Pursuant to personnel rules 901.03, the employee was due an increment raise in October 2014. The amount of \$2,425.52 is the total balance owed to Mr. Anderson for the period from October 2, 2014 through June 11, 2016.

Respectfully submitted,

John J. Barthelmes
Commissioner

Per 901.03 Salary Increments.

(a) Upon the recommendation of the appointing authority, the director shall process salary increments for all classified employees within their established range of pay, provided satisfactory work performance is documented by the annual performance evaluations required under Per 801.

(b) The effective date of a salary increment for any full-time employee shall be the anniversary date of entrance or re-entrance into state classified service.

(c) An appointing authority may process a salary increment for a temporary, seasonal, or part-time employee after the employee has worked the aggregate total equivalent of a full year of employment as required to advance to the next step.

(d) Salary increments under (c) above shall be calculated according to one of the following:

(1) Class titles which are compensated on the basis of a 37 1/2 hour work week shall require an aggregate total of 1950 hours worked to constitute a full year of employment; and

(2) Class titles which are compensated on the basis of a 40 hour work week shall require an aggregate total of 2080 hours worked to constitute a full year of employment.

(e) When a part-time employee converts to full-time employment, the effective date of the salary increment shall be established as follows:

(1) The probationary period shall begin on the first day of full-time employment; and

(2) The increment date shall be determined in accordance with Per 901.03(b), using the first day of full-time employment as a basis for the determination.

(f) When an employee transfers within an agency or between agencies without interruption in state service, the employee shall be credited with the period of service earned in the former position for purposes of determining the salary increment date.

(g) When an employee receives a temporary promotion, the employee's regular salary increment shall be granted in accordance with the salary range authorized for the temporary promotion under Per 901.09, provided the employee demonstrates satisfactory work performance of the temporary duties.