



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

March 2, 2016

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

REQUESTED ACTION

Authorize the Department of Environmental Services to make a **retroactive** one-time payment from State Fiscal Year 2016 funds to Ancel Pelham, Environmentalist IV, Water Division, Drinking Water Ground Water Bureau in the amount of \$1,395.27. This payment is to compensate the employee for wages that were not paid for State Fiscal Year 2015. Funding is 100% Operator Certification Funds.

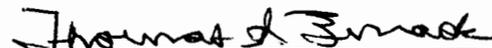
Funding is available in the account as follows:
 03-44-44-442010-14200000 Dept Environmental Services, Operator Certification

Employee Name	Class/ Object	Class Title	Amount
Ancel Pelham	010-500100	Personal Services-Perm. Class.	\$ 1,395.27
Ancel Pelham	060-500601	FICA (Permanent)	\$ 87.00
Ancel Pelham	060-500604	Employee Retirement (Permanent)	\$ 172.00
Ancel Pelham	060-500631	Medicare Coverage (Permanent)	\$ 20.00
		Total	<u>\$ 1,674.27</u>

EXPLANATION

This request is made retroactively because Ancel Pelham was due compensation in State Fiscal Year 2015 that was not paid. The administrative error was not discovered until State Fiscal Year 2016. The Bureau of Human Resources has instituted a process to minimize the reoccurrence of related errors.

Ancel Pelham was due an increment on December 6, 2014. However, the employee evaluation was not performed and submitted to Human Resources that is required in order for them to process a step increase. During this time, Ancel's position was in the midst of a reclassification and his supervisor delayed the evaluation so it would align with his new supplemental job description. Unfortunately, the delay lasted an entire year and it was not until Human Resources received a performance evaluation in January 2016 that they discovered that his 2015 step increase hadn't been processed. Approval of this Request will rectify the error, thereby allowing payment of overdue wages to Ancel Pelham.


 Thomas S. Burack
 Commissioner

03-44-44-442010-14200000 Dept Environmental Services, Water Division, Drinking Water Ground Water Bureau, Operator Permits

Employee Name	Class/ Object	Class Title	Amount	Percent
Ancel Pelham	010-500100	Personal Services-Perm. Class.	\$1,395.27	
Ancel Pelham	060-500601	FICA (Permanent)	\$87.00	0.062
Ancel Pelham	060-500604	Employee Retirement (Permanent)	\$172.00	0.123
Ancel Pelham	060-500631	Medicare Coverage (Permanent)	\$20.00	0.0145
		Total	<u>\$1,674.27</u>	