



State of New Hampshire

DEPARTMENT OF SAFETY
 OFFICE OF THE COMMISSIONER
 33 HAZEN DR. CONCORD, N.H. 03305
 603-271-2791

ROBERT L. QUINN
 COMMISSIONER OF SAFETY

October 17, 2019

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, NH 03301

Requested Action

Authorize the Department of Safety, Division of State Police, Marine Patrol Unit, to retroactively pay the attached list of part-time employees a total amount of \$2,515.60 for missed increments owed for a period of June 28, 2015 to May 26, 2019. Effective upon Governor and Council approval. Funding source: 100% Federal Funds.

Funds are available in the SFY2020 operating budget as follows.

02-23-23-234010-50460000 Dept. of Safety – Div. of State Police – Recreational Boat Safety Grant	<u>SFY2020</u>
050-500109 Personal Service-Temp/Appoint – Part Time Salaries	\$2,515.60

Explanation

This request is retroactive due to pay increments that were inadvertently missed. Increments for part-time employees are not automatically applied within NHFIRST and require manual report generation, review, and action. The Department has made adjustments to this manual review and processing procedure to ensure accurate and timely processing of future increments. This pay is owed from the period of June 28, 2015 to May 26, 2019.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Robert L. Quinn".

Robert L. Quinn
 Commissioner of Safety

NAME	DATE	DUE	MEDICARE	Social Security	TOTAL DUE
Brian Starck	6-28-2015 to 5-19-2019	\$ 988.85	\$ 14.34	\$ 61.31	\$ 1,064.50
Audrey Johnson	2/21/017 to 5/26/2019	\$ 1,347.97	\$ 19.55	\$ 83.58	\$ 1,451.10
Totals		\$ 2,336.82	\$ 33.89	\$ 144.89	\$ 2,515.60
A/U 10-50460000-500109					
Part-time employees' increments were missed.					