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ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
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December 10, 2020

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

Requested Action

Authorize the Department of Safety, Division of Administration, to retroactively pay David B. Jones the amount of \$1,248.63 for a missed increment that was due for the period of October 8, 2019 to August 27, 2020. Effective upon Governor and Council approval. Funding source: 100% Federal Funds.

02-23-23-234010-50460000	Dept. of Safety – Div. of State Police – Recreational Boat Safety Grant	\$1,153.10
50-500109	NHSP – PT Marine Patrol	<u>95.53</u>
60	Benefits	
	Total Due	\$1,248.63

Explanation

This request is retroactive due to an error that was made in 2013 that impacted the employee's increment dates. Mr. Jones is a part-time employee who was promoted to another part-time position. However, at the time of promotion, his increment date was reset which eliminated his previous hours worked. The reset increment date prevented him from receiving the actual increment owed him when he reached the required hours. He did receive increments in 2016 and 2020 based on the 2013 newly established increment date. This miscalculation caused the timing of his increments to be off. DOS worked with the Division of Personnel to correct the record and to establish the instances when Mr. Jones was paid correctly and incorrectly. This retroactive payment will make the employee's pay up-to-date based on a 3-year review. The amount of \$1,248.63 is the total balance owed for the period from October 8, 2019 to August 29, 2020.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

DAVID JONES ID # 100448					
INCREMENT DUE 10/08/19					
DATES	RETRO PAY	SOC SEC	MEDI	NHRS	TOTAL DUE
10/08/2019 - 08/28/2020	\$ 1,153.10	\$ 77.42	\$ 18.11	\$ -	\$ 1,248.63
A/U 10-50460000-500109					
NHSP - PT Marine Patrol					
DUE TO MISSED INCREMENT					