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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

William L. Wrenn
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February 15, 2013

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

Retroactive

REQUESTED ACTION

Authorize the Department of Corrections to make a one-time **retroactive** payment of salary and benefits to Medical Records Technician, Julia Swain, position # 19947, in the amount of \$1,242.93, from account 02-46-46-465010-8234, for the period from August 1, 2011 through June 30, 2012 with current State fiscal year funds. 100% General Funds

Funds are available in the account, Medical-Dental, as follows:

Period Impacted: August 1, 2011 - June 30, 2012

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Julia Swain	02-46-46-465010-8234	\$ 1,080.00	\$ 162.93	\$ 1,242.93

EXPLANATION

The NH Department of Corrections (NH DOC) requests authorization to make a **retroactive** one-time payment to Ms. Julia Swain for salary and benefits in the amount of \$1,242.93 for the period from August 1, 2011 through June 30, 2012 with current State fiscal year funds. In SFY 2011, Ms. Julia Swain, Medical Records Technician, LG 13, A000, was due an increment from Step 3 to Step 4 on August 1, 2011.

Due to a clerical oversight, the entry for the increment was recorded as January 3, 2012 and resulted in her not being able to receive the increment on August 1, 2011 which would have placed her at Step 4. In addition, this correction will enable the NH Department of Corrections to align her next step increase to Step 5 which is due on August 1, 2013.

To make the necessary adjustment, the NH Department of Corrections is seeking a **retroactive** one-time payment to Ms. Swain in the amount of \$1,242.93 representing the missed increment level of salary and benefits for the time period of August 1, 2011 through June 30, 2012.

Respectfully Submitted,

William L. Wrenn
Commissioner