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NEW HAMPSHIRE 552 DAS

STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-2411 Fax: 271-2629

May 8, 2018

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, to make retro-active one-time payments totaling \$19,957.02 to six employees to compensate for wages that were not paid in State Fiscal Years 2013 through 2017. Associated benefit payments totaling \$1,526.71 have also been included for a total payment of \$21,483.73

03-035-351510-37030000 Cannon Mountain

Class 10- Personal Services Perm Classified

37030000- 500109 Part time Salaries	19,957.02
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Class 60 – Benefits

37030000- 500611 FICA Temporary	1,234.33
37030000- 500632 Medicare Coverage Temporary	<u>292.38</u>
Total Benefits	1,526.71

Total	21,483.73
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EXPLANATION

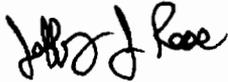
During a recent payroll audit conducted at Cannon Mountain, it was determined by the payroll office that seasonal employees' increments were not being calculated correctly due to a misinterpretation of payroll increment guidelines issued by the Division of Personnel. The payroll office is actively reviewing each of the over 800 seasonal employees working at the Division of State Parks. Payroll errors due to incorrect increment calculations have been found for six employees.

Currently, the payroll supervisor is conducting a full historical review of all hours work by the list of seasonal employees. In cooperation with the Division of Personnel, pay rates are being properly adjusted going forward where applicable, after determining corrective action is needed relative to state mandated pay-raises, promotions and time in position increments that were not applied. The Bureau of Accounts state payroll manager is providing final review of all adjustments.

Upon completion of the above identified corrections, each employee is now being compensated at the correct rate of pay.

This request seeks to allow the Department of Natural and Cultural Resources to make whole through the payment of owed back wages, employees whose increments were not properly adjusted. Additionally, corrective measures have been implemented to ensure that all increments due are properly adjusted for all employees going forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey J. Rose". The signature is written in a cursive, slightly slanted style.

Jeffrey J. Rose
Commissioner

Employee	FY 13			FY 14			FY 15			FY 16			FY 17		
	Salary	Fica	Medicare	Salary	Fica	Medicare	Salary	Fica	Medicare	Salary	Fica	Medicare	Salary	Fica	Medicare
Ashley Larue Jeffrey							\$1,500.78	\$93.05	\$21.76					\$0.00	\$0.00
Gadensky Ryan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$670.80	\$41.59	\$9.73	\$176.31	\$10.93	\$2.56	\$1,589.74	\$98.56	\$23.05
Adamuska Stephanie	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,083.64	\$67.19	\$15.71	\$473.14	\$29.33	\$6.86	\$1,619.98	\$100.44	\$23.49
Thoma	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,156.65	\$71.71	\$16.77	\$245.42	\$15.22	\$3.56	\$1,138.11	\$70.56	\$16.50
Charles Nagle	\$69.14	\$4.29	\$1.00	\$1,129.38	\$70.02	\$16.38	\$2,292.84	\$142.16	\$33.25	\$1,593.60	\$98.80	\$23.11	\$2,677.31	\$165.99	\$38.82
Keith Howland	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,156.65	\$71.71	\$16.77	\$245.42	\$15.22	\$3.56	\$1,138.11	\$70.56	\$16.50
Total	\$69.14	\$4.29	\$1.00	\$1,129.38	\$70.02	\$16.38	\$7,861.36	\$487.40	\$113.99	\$2,733.89	\$169.50	\$39.64	\$8,163.25	\$506.12	\$118.37

Total cost to Department

\$21,483.73



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
Commissioner

Linda A. McFarland
Human Resource Administrator

April 11, 2017

Carol Jerry, Deputy, Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

As we implement Executive Order 2016-08 for re-activated employees, we are running all activated employee hours. It was discovered that not only do we owe Ms. LaRue several increments, it was discovered that a step had been taken away in July 2014.

Our seasonal employee, Ashley LaRue, Park Manager I (LG 9) #SNL2562 was due to receive a step 3 increment on August 26, 2015, and a step 4 increment on November 14, 2016. She is currently at LG 9, step 1 \$13.44 per hour. This occurred due to lack of hours tracking mechanism.

History:

On July 11, 2014 she received Step 2 increment as Ticket Seller, LG 8 step 2 \$12.91.

On May 1, 2015 re-hire paperwork stated to rehire at LG 8 Step 1 \$12.41. This was in error and neither DRED nor DOP caught the change in step.

On July 24, 2015 she was promoted to Park Manager I, LG 9 step 1 \$12.91 per hour and should have been at step 2, \$13.41

On August 26, 2015 she would have been due step 3 \$13.93, but remained at step 1 \$12.91.

On October 30, 2015 she was demoted to Cashier Clerk LG 8 step 1 \$12.41 and should have been at step 3 \$13.41.

On April 29, 2016 she was promoted back to Park Manager I at step 1 \$13.17 and should have been at \$14.21.

On November 14, 2016 she was due another increment to step 4 \$14.74 per hour, but remained at step 1 \$13.17 per hour.

In between all these were all the across the board increases. Attached is the spreadsheet we are sending to BOA for approval. We have calculated the retroactive payment to be as follows:

FY '15	\$ 149.46
FY '16	\$1,566.60
<u>FY'17</u>	<u>\$1,794.44</u>
TOTAL	\$3,510.50

Because of the above, I do not want to penalize the employee further and request that we be allowed to correct the record. We will process her retroactive pay she is entitled to after going to Governor & Council as we recognize the amounts are over the threshold..

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Jerry, Carol B
Sent: Thursday, April 13, 2017 12:32 PM
To: McFarland, Linda
Cc: Willingham, Sara J.; Lydick, Joanne (Mottola); Sittig, Connie
Subject: FW: Request to process late increment
Attachments: Request to process late increment-LaRue.doc; Larue, Ashley-Retro.xls

Based on the information that you provided, your request to process retroactive pay adjustments is approved.

From: McFarland, Linda
Sent: Thursday, April 13, 2017 9:25 AM
To: Jerry, Carol B
Cc: Willingham, Sara J.; Lydick, Joanne (Mottola); Sittig, Connie
Subject: FW: Request to process late increment

Good morning
Have you had the opportunity to review this request?
Thanks
Linda

From: McFarland, Linda
Sent: Tuesday, April 11, 2017 4:57 PM
To: Jerry, Carol B
Cc: Willingham, Sara J.; Sittig, Connie; Lydick, Joanne (Mottola)
Subject: Request to process late increment

Please see the attached request

Linda A. McFarland
Human Resource Administrator
Dept. of Resources and Economic Development
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov

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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL & CULTURAL RESOURCES

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
Commissioner

Linda A. McFarland
Human Resource Administrator

February 14, 2018

Carol Jerry, Deputy Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Jeffrey Gademsky, ee#112341, Pump House Operator #SNL3104, was due to receive several increments since January 2015. Please see the attached increment history that should have occurred.

This came to light due to an investigatory audit. Since the audit we have instituted a seasonal employee hours tracking process,

Because of the above, I do not want to penalize the employee further and request that we be allowed to process his increment, along with the retroactive pay he is entitled to for FY 18. We will work with BOA payroll for the previous fiscal years retroactive amounts and seek appropriate G&C approvals for the prior year retroactive amounts. The amount of the retroactive pay is approximately \$3,796.77 broken out by fiscal year as follows:

FY15	\$ 176.31
FY16	\$ 670.80
FY17	\$1,589.74
FY18	<u>\$1,359.92</u>
TOTAL	\$3,796.77

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Jerry, Carol B
Sent: Wednesday, February 14, 2018 3:46 PM
To: McFarland, Linda
Cc: Sittig, Connie; Lydick, Joanne (Mottola); Willingham, Sara J.
Subject: FW: Request to process late increments - Gademksy
Attachments: Request to process late increment-Gademksy.doc; Retroactive Increment History.docx

Your request to process late increments for Mr. Gademsky is approved. Please work with Central HR Processing when submitting these transactions.

From: McFarland, Linda
Sent: Wednesday, February 14, 2018 12:41 PM
To: Jerry, Carol B
Cc: Sittig, Connie; Lydick, Joanne (Mottola); Willingham, Sara J.
Subject: Request to process late increments - Gademksy

Please see the attached request

Linda A. McFarland
Human Resource Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov.

PLEASE NOTE NEW AGENCY NAME. Formerly DEPT. of RESOURCES & ECONOMIC DEVELOPMENT

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 DEPARTMENT of NATURAL & CULTURAL RESOURCES
 172 Pembroke Road Concord, New Hampshire 03301
 Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
 Commissioner

Linda A. McFarland
 Human Resource Administrator

February 16, 2018

Carol Jerry, Deputy Director
 Division of Personnel
 State House Annex - 25 Capitol Street
 Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Ryan Adamuska, EE#99277, Lift Operator II #SNL2882, was due to receive several increments since September 2014. Please see the attached increment history that should have occurred.

This came to light due to an investigatory audit. Since the audit we have instituted a seasonal employee hours tracking process,

Because of the above, I do not want to penalize the employee further and request that we be allowed to process her increments, along with the retroactive pay she is entitled to for FY 18. We will work with BOA payroll for the previous fiscal years retroactive amounts and seek appropriate G&C approvals for the prior year retroactive amounts. The amount of the retroactive pay is approximately \$4,371.35 broken out by fiscal year as follows:

FY15	\$ 473.14
FY16	\$1,083.64
FY17	\$1,619.98
<u>FY18</u>	<u>\$1,194.59</u>
TOTAL	\$4,371.35

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
 Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Willingham, Sara J.
Sent: Friday, February 16, 2018 5:16 PM
To: Sittig, Connie
Cc: Jerry, Carol B; Lydick, Joanne (Mottola); McFarland, Linda
Subject: RE: Request to process late increments - Adamuska
Attachments: Request to process late increment-Adamuska.doc; Retroactive Increment History.docx

The Division of Personnel will process the retroactive transactions for Ryan Adamuska, Lift Operator II, provided that you coordinate with the State Payroll Office and obtain authorization from the Governor and Executive Council for the payment.

From: Sittig, Connie
Sent: Friday, February 16, 2018 5:12 PM
To: Willingham, Sara J.
Cc: Jerry, Carol B; Lydick, Joanne (Mottola); McFarland, Linda
Subject: Request to process late increments - Adamuska
Importance: High

Please see the attached request.

Connie J. Sittig
Supervisor I
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH. 03301
Tel: 603-271-3316 (VOIP 13316)
Fax:603-271-2488
Email: Connie.Sittig@dncr.nh.gov

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DEPARTMENT of NATURAL & CULTURAL RESOURCES

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
Commissioner

Linda A. McFarland
Human Resource Administrator

March 29, 2018

Carol Jerry, Deputy Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Stephanie Thoma, ee#38105, Ticket Seller #SNL1130, was due to receive several increments since June 2014. Please see the attached increment history that should have occurred.

This came to light due to an investigatory audit. Since the audit we have instituted a seasonal employee hours tracking process,

Because of the above, I do not want to penalize the employee further and request that we be allowed to process her increments, along with the retroactive pay she is entitled to for FY 18. We will work with BOA payroll for the previous fiscal years retroactive amounts and seek appropriate G&C approvals for the prior year retroactive amounts. The amount of the retroactive pay is approximately \$5,410.42 broken out by fiscal year as follows:

FY15	\$	946.31
FY16	\$	983.21
FY17	\$	1,781.70
FY18	\$	1,699.20
TOTAL		\$5,410.42

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Jerry, Carol B
Sent: Thursday, March 29, 2018 9:12 AM
To: McFarland, Linda
Cc: Sittig, Connie; Lydick, Joanne (Mottola); Willingham, Sara J.
Subject: FW: Request to process late increment
Attachments: Request to process late increment-Thoma.doc; Retroactive Increment History.docx; Thoma - Retro.xls

Based on the information you provided, your request to process late increments for Ms. Thoma is approved.

From: McFarland, Linda
Sent: Thursday, March 29, 2018 8:43 AM
To: Jerry, Carol B
Cc: Willingham, Sara J.; Sittig, Connie; Lydick, Joanne (Mottola)
Subject: Request to process late increment

Please see the attached request

Linda A. McFarland
Human Resource Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov.

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Jeffrey J. Rose
 Commissioner

Linda A. McFarland
 Human Resource Administrator

April 27, 2018

Carol Jerry, Deputy Director
 Division of Personnel
 State House Annex - 25 Capitol Street
 Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Charles Nagle, EE#565381, Assistant Ski School Director #SNL3136, lost a step on 05/03/13 and was due to receive several increments since March 2014. Please see the attached increment history that should have occurred.

This came to light due to an investigatory audit. Since the audit we have instituted a seasonal employee hours tracking process,

Because of the above, I do not want to penalize the employee further and request that we be allowed to process his increments, along with the retroactive pay he is entitled to for FY 18. We will work with BOA payroll for the previous fiscal years retroactive amounts and seek appropriate G&C approvals for the prior year retroactive amounts. The amount of the retroactive pay is approximately \$8,765.52 broken out by fiscal year as follows:

FY14	\$	76.57
FY15	\$2,662.06	
FY16	\$2,292.84	
FY17	\$2,134.59	
FY18	<u>\$1,599.46</u>	
TOTAL	\$8,765.52	

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
 Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Jerry, Carol B
Sent: Monday, April 30, 2018 8:13 AM
To: McFarland, Linda
Cc: Willingham, Sara J.; Lydick, Joanne (Mottola); Sittig, Connie
Subject: FW: Request to process missed increment
Attachments: Request to process late increment-Nagle.doc; Retroactive Increment History.docx

Your request to process late increments for Mr. Nagle is approved.

From: McFarland, Linda
Sent: Friday, April 27, 2018 5:15 PM
To: Willingham, Sara J.; Jerry, Carol B
Cc: Sittig, Connie; Lydick, Joanne (Mottola); Loy, Karen
Subject: Request to process missed increment

Please see the attached request

Linda A. McFarland
Human Resource Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov.

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172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
Commissioner

Linda A. McFarland
Human Resource Administrator

April 30, 2018

Carol Jerry, Deputy Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Keith Howland, EE#43393, Lift Attendant #SNL1144, was due to receive an increment on October 20, 2015. Please see the attached increment history that should have occurred.

This came to light due to an investigatory audit. Since the audit we have instituted a seasonal employee hours tracking process,

Because of the above, I do not want to penalize the employee further and request that we be allowed to process his increment, along with the retroactive pay he is entitled to for FY 18. We will work with BOA payroll for the previous fiscal years retroactive amounts and seek appropriate G&C approvals for the prior year retroactive amounts. The amount of the retroactive pay is approximately \$3449.27 broken out by fiscal year as follows:

FY15	\$ 245.42
FY16	\$1,156.65
FY17	\$1,077.07
<u>FY18</u>	<u>\$ 970.13</u>
TOTAL	\$3,449.27

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Jerry, Carol B
Sent: Monday, April 30, 2018 4:10 PM
To: McFarland, Linda
Cc: Willingham, Sara J.; Lydick, Joanne (Mottola); Sittig, Connie
Subject: FW: Request to process late increment
Attachments: Request to process late increment-Howland.doc; Retroactive Increment History-Howland.docx

Your request to process retroactive increments for Mr. Howland is approved.

From: McFarland, Linda
Sent: Monday, April 30, 2018 3:28 PM
To: Jerry, Carol B; Willingham, Sara J.
Cc: Sittig, Connie; Lydick, Joanne (Mottola); Loy, Karen
Subject: Request to process late increment

Please see the attached request

Linda A. McFarland
Human Resource Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov.

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