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State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

July 28, 2015

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

Retractive

Requested Action

Pursuant to RSA 98-A:6, "Working on a Part-Time Basis", authorize the Department of Safety, Division of Emergency Services, Communications, and Management, to **retroactively** pay Arthur Durette the amount of \$1,633.50 for accumulated annual leave during SFY2015, with SFY2016 funds. Effective upon Governor and Council approval. Funding source: 100% Revolving Funds.

02-23-23-236510-18700000 Dept. of Safety – Div. of Emer. Comm, Servcs, & Mgnt – Statewide Communications
050-500109 Personnel Service-Temp/Appoin – Part Time Salaries \$1,633.50

Explanation

This request is **retroactive** due to an oversight in the processing of this employee's pay. Mr. Durette, who is a part-time employee with the Division of Emergency Services, Communications, and Management holds a position that qualifies for accumulated annual leave pay under RSA 98-A:6. The anniversary of his employment occurred during the relocation of Payroll to the Safety Business Office and during the changeover of several key Payroll personnel. As a result, this portion of his pay was inadvertently overlooked. To prevent a recurrence of this, a database has been created to function as a cross check to ensure anniversary dates for qualifying part-time employees are documented and flagged.

Respectfully submitted,

John J. Barthelmes
Commissioner

PAYAN FORM

40.0 HOUR EMPLOYEE

DEPT #: 2365

NAME: DURETTE, ATTHUR L ID #: 114358

DATE OF HIRE: 06/27/12

PAY CODE: 402

PLEASE PAY 90.00 HOURS OF ANNUAL LEAVE PER RSA 98-A: 6.

HOURS WORKED FROM: 06/27/13 THROUGH: 06/26/14

IS 1,656.00 DIVIDED BY 173.25 = 9.558

ROUND DOWN TO 9 MONTHS OF TIME MULTIPLIED BY ** 1.25 =

11.25 X 8.00 HOURS = 90.00 TOTAL HOURS.

SEE ATTACHED EXCEL SPREADSHEET FOR HOURS WORKED.

PAYROLL OFFICER: Becky Durso

DATE: 07/10/15

HRS REQ - 1040.0

YEARS	**
0 to 1	use 1.00
2 to 8	use 1.25
9 to 15	use 1.50
16 to 20	use 1.75
21 +	use 2.00

VERIFIED BY: _____

*Rate was
\$18.15 x 90.0
= \$1,633.50*

PR36

PR141

TITLE VI PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 98-A TEMPORARY, SEASONAL AND PART-TIME STATE EMPLOYEES

Section 98-A:6

98-A:6 Working on a Part-Time Basis. – An individual working on a part-time basis shall not be eligible to utilize either sick or annual leave but at each anniversary of employment should the total working time during the preceding year amount to the equivalent of 6 months or more he shall be paid all accumulated annual leave not in excess of those allowed by Per 307.03 of the rules of the division of personnel.

Source. 1963, 309:1. 1973, 271:3, eff. Aug. 21, 1973.