



State of New Hampshire

Banking Department

53 Regional Drive, Suite 200
Concord, New Hampshire 03301

Telephone: (603) 271-3561
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GLENN A. PERLOW
BANK COMMISSIONER

August 28, 2014

INGRID E. WHITE
DEPUTY BANK COMMISSIONER

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

51
Rebracket
100% Other
(Bank Assessment)

REQUESTED ACTION

To authorize New Hampshire Banking Department to make a retroactive payment to James Spencer Culp, Hearings Examiner, Temporary Downgrade, LG 26, step 5 for a promotional labor grade and step increment which was not processed in FY 2014 in error.

Funding is available for payment in the accounts titled below, 100% Other Funds, Bank Exams, Fines and Assessment as follows:

<u>Account</u>	<u>Description</u>	<u>FY 2015</u>
010-07200-20460000-010-500100	Personal Services	\$1,702.13
010-07200-20460000-060-500601	FICA	105.53
010-07200-20460000-060-500631	Medicare	24.68
010-07200-20460000-060-500604	Retirement	206.47

EXPLANATION

New Hampshire Banking Department is requesting approval to pay a full-time employee his back pay for a missed promotional labor grade and step increase (LG 27, Step 5), which was due to him on October 19, 2013. The promotional labor grade and step increase discrepancy was due to an administrative error. A review of the file uncovered the oversight, and the Banking Department is seeking approval to compensate the employee accordingly. Promotional labor grade and step increases are a manual process which is under review to avoid this type of error in the future.

A copy of the Division of Personnel's email approval is attached to this request.

Respectfully submitted,

Glenn A. Perlow
Bank Commissioner

GAP/kbw

Wheeler, Katherine

From: Willingham, Sara J. <Sara.Willingham@NH.Gov>
Sent: Thursday, July 24, 2014 12:35 PM
To: Wheeler, Katherine
Cc: Allen, Dawn; Burke, Candy J
Subject: RE: J Spencer Culp - Missed Labor Grade Increase for Experience Met

I will approve the processing of this retroactive payment as requested below.

From: Wheeler, Katherine [<mailto:kwheeler@banking.state.nh.us>]
Sent: Thursday, July 24, 2014 11:57 AM
To: Willingham, Sara J.
Cc: Dawn Allen; Burke, Candy J
Subject: J Spencer Culp - Missed Labor Grade Increase for Experience Met

Hi Sarah,

I am requesting permission to retro pay J. Spencer Culp, Hearings Examiner. Mr. Culp is currently in a career path program and was due a labor grade increase on October 19, 2013, going from a LG 26-5 to a LG 27-5, at which time he earned another year of experience. Because, he was at a step 5, his next increment date showed October 19, 2014, causing me to mistakenly overlook him. I am now correcting my tracking process for these special promotion/step increases so this does not happen again.

Your consideration and approval for this retro payment is greatly appreciated.

Thank you.

Kathy

Katherine B. Wheeler
Business Administrator
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