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

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September 1, 2020

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

REQUESTED ACTION

Pursuant to RSA 94:3, the Department of Natural and Cultural Resources (Department) requests **Retroactive** approval of an annual salary increase for Sarah L. Stewart, Commissioner, Position #9U092; in the amount of \$6,355.96 from a current salary of \$102,949.08 to a new annual salary of \$109,305.04 effective upon Governor and Executive Council approval for the period June 2, 2020 through June 1, 2021. 100% General Funds.

EXPLANATION

Commissioner Stewart was appointed to her position on June 2, 2018 and was eligible to advance to Step 3 on the salary scale on June 2, 2019. She is currently being paid at Labor Grade KK, Step 2. This request is retroactive due to an increment eligibility tracking oversight by our prior HR Administrator who is now retired and the position being vacant until recently. A full audit will be conducted for all positions in the department to ensure receipt of eligible increments going forward for all personnel where applicable.

RSA 94:3 "Yearly Service Increases," states in part: "upon recommendation of the appointing authority, the holder of any position mentioned in RSA 94:1-a shall be entitled to an annual increase in salary amounting to 1/5 of the difference between the minimum and maximum salary for said position but in no case shall the total salary exceed the maximum as herein established.

Respectfully submitted,

Philip Bryce, Director
Division of Parks and Recreation
For the Commissioner