

STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

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Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

September 26, 2018

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

REQUESTED ACTION

Authorize the NH Department of Corrections (NHDOC) to make a one-time retroactive salary payment to Corrections Officer, Frank Crabtree, position # 41344, in the amount of \$1,303.60 from account 02-46-46-463510-3373, for the period from March 7, 2018 through June 7, 2018 with current State fiscal year funds. 100% General Funds

Funds are available in the account, State Prisons, Northern Correctional Facility, as follows:

Period Impacted: March 7, 2018 through June 7, 2018

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Frank Crabtree	02-46-46-463510-3373	\$ 996.03	\$ 307.57	\$ 1,303.60


EXPLANATION

The NH Department of Corrections requests authorization to make a one-time retroactive salary payment to Corrections Officer, Frank Crabtree, in the amount of \$1,303.60, for the period from March 7, 2018 through June 7, 2018 with current State fiscal year funds.

Mr. Crabtree returned to the NH Department of Corrections after pursuing another career opportunity and was rehired as a Correctional Officer Trainee (COT). Upon completing the Correctional Academy, Mr. Crabtree would be eligible for a Correctional Officer (CO) status. An oversight occurred by the Department, Mr. Crabtree's promotion from a Correctional Officer Trainee to a Correctional Officer was not processed in a timely manner, thus causing a delay in processing the appropriate increment.

To make the necessary adjustment, the NH Department of Corrections is seeking a one-time retroactive salary payment to Mr. Crabtree for \$1,303.60 representing the missed enhancement.

Respectfully Submitted,


Helen E. Hanks
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
HUMAN RESOURCES

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Helen E. Hanks
Commissioner
Ella Fredette
Administrator

INTER-DEPARTMENT COMMUNICATION

FROM: Kathryn Hubley
Human Resource Coordinator

DATE: September 21, 2018

SUBJECT: G & C Request Needed

AT (OFFICE): Payroll
Phone: 271-5661

TO: Jennifer Lind
Administrator II

The following is information to submit a G&C request for retroactive pay due to:

Employee Name: Frank Crabtree
Job Title: Corrections Officer (Moved from COT to CO)
Org paid from: 3373
Wage Schedule: C416
Labor Grade: 14
Step: 1

Period Impacted 03/07/18 through 06/07/18

State Fiscal Year (SFY)	SFY2018
Total Salary:	996.03
Total Benefits:	<u>307.57</u>
Total Due Employee:	1,303.60

REASON: Mr. Crabtree was hired as a Correctional Officer Trainee (COT) and upon completing the Correctional Academy Mr. Crabtree would be eligible for a Correctional Officer (CO) status. An oversight occurred by the department, Mr. Crabtree's promotion from a Correctional Officer Trainee status to a Correctional Officer was not processed in a timely manner. We respectfully request a G&C item to be processed to pay the retro amount of \$1,303.60.

Employee Name: Frank Crabtree
Reason: Retroactive
ID #: 113830
Position #: 41344
Wage Schedule: X208
LG: 12/14
Step: 1
Effective: 1/6/2017

Pay Period Impacted: 3/7/2018 To 6/7/2018
Dates in Pay Period: 3/7/2018 6/7/2018

Dates in Pay Period	Regular Hours Worked	Amount Paid	OT Worked	Amount Paid OT Worked	OT Straight	Amount Paid OT Straight	Holiday FT OT	Amount Paid Holiday FT OT	Shift Differential	Hazard Duty Pay	Wage Rate Paid	Actual Rate Paid	Total of Actual Pay	Correct Rate of Pay	Regular Hours Worked	Should Have Been Paid	OT Worked	Should Have Been Paid OT	OT Straight	Amount Paid OT Straight	Holiday FT OT	Amount Paid Holiday FT OT	Should Have Been Paid	Difference Owed
3/07/18 to 3/15/18	56	1,003.52	3.69	99.19	-	-	-	-	0.75	0.62	16.55	17.92	1,102.71	19.23	56	1,076.88	3.69	106.44	-	-	-	-	1,183.32	80.61
3/16/18 to 3/29/18	80	1,433.60	23.70	637.06	-	-	-	-	0.75	0.62	16.55	17.92	2,070.66	19.23	80	1,538.40	23.70	683.63	-	-	-	-	2,222.03	151.37
3/30/18 to 4/12/18	80	1,433.60	13.70	368.26	-	-	-	-	0.75	0.62	16.55	17.92	1,801.86	19.23	80	1,538.40	13.70	395.18	-	-	-	-	1,933.58	131.72
4/13/18 to 4/26/18	80	1,433.60	16.70	448.90	-	-	-	-	0.75	0.62	16.55	17.92	1,882.50	19.23	80	1,538.40	16.70	481.71	-	-	-	-	2,020.11	137.62
4/27/18 to 5/10/18	80	1,433.60	28.53	766.89	-	-	-	-	0.75	0.62	16.55	17.92	2,200.49	19.23	80	1,538.40	28.53	822.95	-	-	-	-	2,361.35	160.86
5/11/18 to 5/24/18	80	1,433.60	21.53	578.73	-	-	-	-	0.75	0.62	16.55	17.92	2,012.33	19.23	80	1,538.40	21.53	621.03	-	-	-	-	2,159.43	147.11
5/25/18 to 6/7/18	80	1,433.60	41.70	1,120.90	-	-	-	-	0.75	0.62	16.55	17.92	2,554.50	19.23	80	1,538.40	41.70	1,202.84	-	-	-	-	2,741.24	186.74
Total Amount Due																								996.03

* Holiday Hours Worked are coded at 1.5
Example: 8 Hours Worked: coded at 12

Benefits	Rate	Total Owed	Total
FICA	0.062	-	0.00
MED	0.0145	996.03	14.44
Group I RET	0.1215	-	0.00
Group II RET	0.2943	996.03	293.13
Total Benefits			307.57

Total Salary & Benefits: \$ 1,303.60