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# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
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JOHN J. BARTHELMES  
COMMISSIONER

April 8, 2014

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

*Retroactive*

### Requested Action

Authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services (EMS), to pay **retroactively** a one time prior year owed termination pay to Clay O'Dell, former Bureau Chief of EMS, in the amount of \$1,441.44, from SFY 2014 funds, effective upon Governor and Council approval. Funding source: 100% Revolving Funds.

The funds are available in the SFY2014 operating budget as follows:

02-23-23-237010-40650000 Dept. of Safety – FSTEMS – Fire Standards & EMS ADMINISTR  
010-500100 Personal Service Perm Class

Annual Term Pay	\$1,141.44
Longevity Term Pay	<u>300.00</u>
Total	\$1,441.44

### Explanation

This request for a one-time payment to Clay O'Dell for the remaining balance of his annual leave and longevity pay is **retroactive** due to several factors. The employee terminated with the State on April 26, 2013, with Human Resources receiving a delayed notification of the employee's termination date on May 30, 2013, and Payroll immediately updating the system. It was believed at this time that Mr. O'Dell had been paid the full amount owed to him. A routine audit performed by Payroll personnel at the end of calendar year 2013 uncovered an error in the payment amount to Mr. O'Dell, at which point corrective action was engaged. Confirmation of payment amounts and handling methods was received from the Department of Administrative Services, Bureau of Accounts, and NH Retirement System by March 2014, at which point the G&C item was initiated.

As corrective actions, the payroll process has been reconfigured to include additional checks and balances, new reports monitoring termination status have been created, and department supervisors have been reminded to provide timely notification to Human Resources when an employee terminates.

Respectfully submitted,

John J. Barthelmes  
Commissioner