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STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION OF FORESTS AND LANDS
172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

April 15, 2015

603-271-2214
FAX: 603-271-6488
www.nhdfi.org

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

REQUESTED ACTION

- 1) Authorize the Department of Resources and Economic Development, Division of Forests and Lands to make a **RETROACTIVE** one-time payment from Fiscal Year 2015 funds to Todd Caron, Forest Technician III in the amount of \$1,257.60. This payment is to compensate the employee for wages that were not paid in Fiscal Year 2014. 100% Agency Income
- 2) Authorize the Department of Resources and Economic Development, Division of Forests and Lands to budget and expend \$5,000 from the Fuelwood Account for the purpose of paying **RETROACTIVE** salary and benefit amounts due for Todd Caron, Forest Technician III in the amounts of \$1,506.36 for Fiscal Year 2014 and \$2,588.02 for Fiscal Year 2015. 100% Agency Income

03-35-35-351010-21020000 FUELWOOD		FY 15 Current <u>Budget</u>	Requested <u>Action</u>	FY 15 Revised <u>Budget</u>
009-402059	Agency Income	(\$162,233)	(\$5,000)	(\$167,233)
010-500100	Personal Services Perm Classified	33,051	4,000	38,051
020-500200	Current Expenses	14,000	0	14,000
022-500255	Rents-Leases Other than State	15,000	0	15,000
029-500290	Intra-Agency Transfers	42,433	0	42,433
037-500174	Technology – Hardware	500	0	500
039-500188	Telecommunications	1,000	0	1,000
047-500240	Own Forces Maintenance Bldg-Grnds	18,000	0	18,000
050-500109	Personal Service Temp	13,124	0	13,124
060-500602	Benefits	24,625	1,000	24,625
070-500705	In State Travel	500	0	500
<i>Total:</i>		\$162,233	\$5,000	\$167,233

EXPLANATION

This request is made retroactively because Mr. Caron was due compensation in Fiscal Year 2014 that was not paid. The administrative error was not discovered until Fiscal Year 2015. The Division of Forests and Lands has instituted a process to minimize the reoccurrence of related errors.



Mr. Caron was hired December 27, 2013 at LG15, Step 1 in the A130 wage schedule. However, he was offered the position to be paid at a Step 3. This error was just recently brought to the attention of the department. Approval of this request will rectify the error thereby allowing payment of overdue wages and benefits for Mr. Caron.

The total cost of the retroactive oversight is:

	FY 2014	FY 2015	TOTALS
Wages	\$1,257.60	\$2,160.64	\$3,418.24
FICA	77.97	133.96	211.93
MED	18.24	31.33	49.57
RET	152.55	262.09	414.64
<i>Totals:</i>	\$1,506.36	\$2,588.02	\$4,094.38

The original budget for Fiscal Year 2015 is \$162,233. The requested additional amount of \$5,000 brings the overall Fiscal Year 2015 budget to \$167,233.

The following appropriations are being requested:

Class 010 - Personal Services – Permanent \$4,000, amount needed to cover retroactive salary due; and
Class 060 - Benefits \$1,000, amount needed to cover associated benefits.

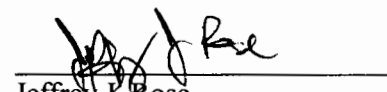
Thank you for your consideration.

Respectfully submitted,

Concurred,

CJM


Brad W. Simpkins
Director


Jeffrey J. Rose
Commissioner

FISCAL SITUATION
Fuelwood Account
21020000

CURRENT ASSETS

BALANCE FORWARD FY 2015	\$316,722
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CURRENT EXPENSES

CURRENT BUDGET FY 2015	(\$162,233)
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ADDITIONAL APPROPRIATION REQUESTED	<u>(\$5,000)</u>
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REVISED BUDGET FY 2015	(\$167,233)
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REMAINING FUNDS

\$149,489



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
OFFICE OF THE COMMISSIONER

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856
Phone: 271-0999 Fax: 271-2488

Jeffrey J. Rose
Commissioner

Linda A. McFarland
Human Resource Administrator

April 14, 2015

Sara Willingham Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Willingham:

Our employee, Todd Caron, Forest Technician III #19994, was hired on December 27, 2013. He was hired at LG 15 Step 1 in the A130 wage schedule. However, he was promised at the time of hiring to be paid at step 3 (see attached letter from Margaret Machinist). The DRED 60 (the form used by payroll to process new hires) was filled out as a step 1 (also attached) although the letter sent to Todd offered a step 3.

Although there were several applicants for this position, we would not have been able to hire someone else with Mr. Caron's level of expertise. When the position was offered to Mr. Caron, he stated that he would need the pay equivalent of a step 3 to accept the position. Ms. Machinist thought she had the authority to offer the position at a step 3. Her manager, Kenneth Desmarais remembers there was discussion about it, but it is now too long ago for him to remember the specific details. However, it was never formally requested through Human Resources. If the decision rested with him, he would have gladly given his approval because of Mr. Caron's skills.

Mr. Caron was not an entry level candidate. He came to us ready to work with 16 years of excellent experience in timber sale layout and management, which are the exact duties we need him to do. Due to his extensive experience which is why we chose him, Mr. Caron has been working at a capacity and skill level far above what a step 1 employee would be doing. He is planning and executing timber sales with very little supervision because of his proven skills at the job. Last month Mr. Caron was instructing our veteran foresters about how to better layout equipment trails on timber sales.

The Ms. Machinist now understands that she cannot offer anything higher than a step one without going through the correct process, receiving approval from me, via the Director of Personnel. We would like to honor the original letter and make this good and move Mr. Caron to the level that he was promised. This should now be a step 4 since his first year of service is completed, and compensate him for the back pay that he deserves and was promised.

I cannot make a case as to why it just came to light after a year plus of employment, but Mr. Caron and Ms. Machinist were discussing his salary in February 2015 and that is when they realized he wasn't being paid at the promised level.

The cost of the retroactive oversight is:

	FY '14	FY '15	TOTALS
Wages	1257.60	2160.64	3418.24
FICA	77.97	133.96	211.93
MED	18.24	31.33	49.57
RET	152.55	262.09	414.64
TOTALS	1506.36	2588.02	4094.38

Due to a portion of this being in a prior fiscal year, I understand that we will have to go to Governor & Council to get approval to retroactively approve the retroactive amount due in fiscal year 2014. However, if this request is approved, I would like to make the change to step 4 immediately and pay Mr. Caron what is owed in fiscal year 2015, \$2160.64.

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

McFarland, Linda

From: Willingham, Sara J.
Sent: Tuesday, April 14, 2015 4:14 PM
To: McFarland, Linda
Cc: Burke, Candy J
Subject: RE: Retroactive Pay Request
Attachments: Request to correct hiring step - Caron.doc; Caron DRED 60 & Offer Letter.pdf; Caron wrong step.xls

I have reviewed the rationale and new hire documentation presented in the attached letter, and pending the appropriate approvals by the Governor and Executive Council, I will approve a retroactive change to set the initial hire at labor grade 15, step 3.

From: McFarland, Linda
Sent: Tuesday, April 14, 2015 2:48 PM
To: Willingham, Sara J.
Subject: Retroactive Pay Request

Sara

Please see the attached request. Upon your approval, we will go to G&C for fiscal year '14. In addition, I also attached the spreadsheet as to how the amount was calculated in case you needed it.

Thank you

Linda A. McFarland
Human Resource Administrator
Dept. of Resources and Economic Development
172 Pembroke Road
PO Box 1856
Concord, NH 03302-1856
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov

PLEASE NOTE NEW PHONE AND FAX NUMBER

CONFIDENTIALITY NOTICE: This e-mail message and any attachments may contain confidential information and proprietary information. If you are not the intended recipient, please be informed that you have received this message in error. Please notify the sender immediately via the contact information listed above, and delete the message and all the attachments from your files. Thank you for your cooperation.