



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

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-2411 Fax: 271-2629
TDD ACCESS: Relay NH 1-800-735-2964

December 17, 2018

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources (Department) to make a **RETROACTIVE** one-time payment totaling \$3,593.60 to two employees to compensate for wages that were not paid in State Fiscal Years 2016 through 2019. Associated benefits totaling \$424.23 have also been included for a total payment of \$4,017.83. **100% Agency Income**

03-035-351510-37030000 Cannon Mountain

Class 50- Part Time Salaries

| | | |
|----------------------------------|--------------------|-------------|
| 03-35-351510-37030000-050-500109 | Part-time Salaries | \$ 3,593.60 |
|----------------------------------|--------------------|-------------|

Class 60 – Benefits

| | | |
|----------------------------------|-----------------------------|---------------|
| 03-35-351510-37030000-060-500611 | FICA Temporary | \$ 222.80 |
| 03-35-351510-37030000-060-500632 | Medicare Coverage Temporary | 52.11 |
| 03-35-341510-37030000-060-500614 | Retirement Temporary | <u>149.32</u> |
| | <i>Total Benefits:</i> | \$ 424.23 |

TOTAL: \$ 4,017.83


EXPLANATION

During a recent payroll audit conducted at Cannon Mountain, it was determined by the payroll office that seasonal employees' increments were not being calculated correctly due to a misinterpretation of payroll increment guidelines issued by the Division of Personnel. The Payroll Office is actively reviewing each of the over 800 seasonal employees working within the Division of Parks and Recreation.

Currently, the Payroll Supervisor is conducting a full historical review of all hours worked by the list of seasonal employees. In cooperation with the Division of Personnel, pay rates are being properly adjusted going forward where applicable, after determining corrective action is needed relative to state mandated pay-raises, promotions, and time in position increments that were not applied. The Bureau of Accounts' State Payroll Manager is providing final review of all adjustments. Upon completion of the above identified corrections, each employee is now being compensated at the correct rate of pay.

This request seeks to allow the Department to make whole, through the payment of owed back wages, employees whose increments were not properly adjusted. Additionally, corrective measures have been implemented to ensure that all increments due are properly adjusted for all employees going forward.

Sincerely,


Sarah L. Stewart
Commissioner

| Employee | FY 16 | | | FY 17 | | | | FY 18 | | | | FY 19 | | |
|--------------|----------|--------|----------|----------|---------|----------|------------|------------|----------|----------|------------|----------|---------|----------|
| | Salary | Fica | Medicare | Salary | Fica | Medicare | Retirement | Salary | Fica | Medicare | Retirement | Salary | Fica | Medicare |
| Susan Nagle | | \$0.00 | \$0.00 | \$26.40 | \$1.64 | \$0.38 | \$3.21 | \$1,202.60 | \$74.56 | \$17.44 | \$146.12 | \$0.00 | \$0.00 | \$0.00 |
| Nancy Simano | \$148.55 | \$9.21 | \$2.15 | \$617.81 | \$38.30 | \$8.96 | | \$1,321.18 | \$81.91 | \$19.16 | | \$277.06 | \$17.18 | \$4.02 |
| Total | \$148.55 | \$9.21 | \$2.15 | \$644.21 | \$39.94 | \$9.34 | \$3.21 | \$2,523.78 | \$156.47 | \$36.59 | \$146.12 | \$277.06 | \$17.18 | \$4.02 |

Total cost to Department \$4,017.83



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL & CULTURAL RESOURCES

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

Sarah Stewart
Commissioner

Linda A. McFarland
Human Resource Administrator

October 10, 2018

Carol Jerry, Acting Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Susan Nagle, Retail Store Clerk II #8T2946 is overdue for 2 increments. She is currently at LG 12 step 1 \$15.27 per hour. She was due an increment on June 1, 2017 and on June 1, 2018. She was at LG 12, step 1, \$15.04 per hour and should have gone to a step 2, \$15.59 per hour on June 1, 2017 and to step 3 \$16.48 per hour on June 1, 2018.

This did not occur because when the position was made seasonal with benefits as (SN2930), it was never added to the manual increment tracking list. This has since been remedied. Her position was only converted to Class 50 Full time temporary in August 2018.

Because of the above, I do not want to penalize the employee further and request that we be allowed to process her increment, along with the retroactive pay she is entitled to. The amount of the retroactive pay is \$2,027.60 broken out as follows:

| | |
|-------|---------------|
| FY 17 | 26.40 |
| FY 18 | 1,202.60 |
| FY 19 | <u>798.60</u> |
| TOTAL | 2,027.60 |

Due to the amount, we realize we may have to go to Governor & Council. We would, however like permission to process her rate of pay going forward and pay retroactive accordingly.

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

Sittig, Connie

From: Jerry, Carol B
Sent: Wednesday, October 10, 2018 1:00 PM
To: McFarland, Linda; Sittig, Connie; Lydick, Joanne (Mottola)
Subject: FW: Request to process late increment
Attachments: 06-01-17 - 09-27-18.xls; Request to process late increment - Nagle.doc

Your request to process retroactive increments for Ms. Nagle is approved.

From: McFarland, Linda
Sent: Wednesday, October 10, 2018 11:10 AM
To: Jerry, Carol B; Botticello, Wanda
Cc: Sittig, Connie; Lydick, Joanne (Mottola)
Subject: Request to process late increment

Please see the attached request

Linda A. McFarland
Human Resource Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 603-271-0999
Fax: 603-271-2488
Email: linda.mcfarland@dncr.nh.gov

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Visit the [employee portal](#) for helpful information for current state employees.

Sittig, Connie

From: Jerry, Carol B
Sent: Monday, December 17, 2018 1:10 PM
To: Sittig, Connie
Cc: Lydick, Joanne (Mottola)
Subject: RE: Request to process Retroactive Increments - Simano

Hi Connie,

Yes your request to process these late increments is approved. Kindly work with Joanne Lydick to rebuild Ms. Simano's history.

Enjoy the day!

Carol

From: Sittig, Connie
Sent: Monday, December 17, 2018 12:03 PM
To: Jerry, Carol B
Subject: Request to process Retroactive Increments - Simano

Nancy Simano, Cashier/Clerk TMPPT 5491 LG 8 Step 1 \$12.66 per hour should have gone to step 2 \$13.17 per hour February 8, 2016. She also should have gone to step 3 \$13.96 per hour on November 3, 2017. This did not occur as this was a manual tracking process and due to a shortage of resources these were not processed timely. The amount of retro pay is \$2,364.60 broken out by fiscal year as follows:

| | |
|-------------|------------------|
| FY16 | \$ 148.55 |
| FY17 | \$ 617.81 |
| FY18 | \$1321.18 |
| FY19 | <u>\$ 277.06</u> |
| Total | \$2364.60 |

I am requesting permission to process the retro transactions and retro pay due Ms. Simano in the amount of \$2,364.60.

I look forward to your favorable response.

Sincerely,

Connie J. Sittig
Payroll Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Rd
Concord, NH. 03301
Tel: 603-271-3316 (VOIP 13316)
Fax: 603-271-2488
Email: Connie.Sittig@dncr.nh.gov

PLEASE NOTE NEW AGENCY NAME. Formerly DEPT. of RESOURCES & ECONOMIC DEVELOPMENT

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