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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

Retroactive

December 3, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

Requested Action

Pursuant to RSA 98-A:6, "Working on a Part-Time Basis", authorize the Department of Safety, Division of State Police, to **retroactively** pay Anna Griffin the amount of \$1,007.78 for accumulated annual leave during SFY2014 with SFY 2015 funds. Effective upon Governor and Council approval. Funding source: 100% Federal Funds.

02-23-23-234010-50460000 Dept. of Safety – Div. of State Police – Recreational Boat Safety Grant
050-500109 Personnel Service-Temp/Appoin – Part Time Salaries \$1,007.78

Explanation

This request is **retroactive** due to an oversight in the processing of this employee's pay. Ms. Griffin, who is a part-time employee with the Division of State Police, holds a position that qualifies for accumulated annual leave pay under RSA 98-A:6. The anniversary of her employment occurred during the relocation of Payroll to the Safety Business Office and during the changeover of several key Payroll personnel. As a result, this portion of her pay was inadvertently overlooked. To prevent a recurrence of this, a database has been created to function as a cross check to ensure anniversary dates for qualifying part-time employees are documented and flagged.

Respectfully submitted,

John J. Barthelmes
John J. Barthelmes
Commissioner

PAYROLL OF _____

PAYAN FORM

37.50 HOUR EMPLOYEE

DEPT #: 2340

NAME: ANNA GRIFFIN ID #: 64391

DATE OF HIRE: 03/23/01

PAY CODE: **402**

PLEASE PAY 67.50 HOURS OF ANNUAL LEAVE PER RSA 98-A: 6.

HOURS WORKED FROM: 03/23/13 THROUGH: 03/22/14

IS 1,060.25 DIVIDED BY 162.50 = 6.525

ROUND DOWN TO 6 MONTHS OF TIME MULTIPLIED BY ** 1.50 =

9.00 X 7.50 HOURS = 67.50 TOTAL HOURS.

SEE ATTACHED EXCEL SPREADSHEET FOR HOURS WORKED.

PAYROLL OFFICER: HELEN GALLIEN

DATE: 11/24/14

VERIFIED BY: *Hj*

YEARS	**
0 to 1	use 1.00
2 to 8	use 1.25
9 to 15	use 1.50
16 to 20	use 1.75
21 +	use 2.00

0 • c

14.93 x
67.5 =
1,007.78 *

PR36
PR141



STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES

TIMECARD SUMMARY REPORT
FOR 03/23/2013 TO 03/22/2014

AGENCY: 023 SAFETY DEPT OF
BUR/DIV: 2340 DIVISION OF STATE POLICE
SUPERVISOR: PARRY CAROLYN E

PAY CODE	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total Hours	OverRides
[REDACTED]									
155	7.50	0.00	0.00	37.50	0.00	15.00	15.00	75.00	
216	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
400	17.50	0.00	0.00	7.50	7.50	7.50	7.50	47.50	
404	7.50	0.00	0.00	0.00	7.50	3.50	4.00	22.50	
425	7.50	0.00	0.00	0.00	0.00	0.00	0.00	7.50	
RGA	320.00	7.50	7.50	300.00	337.50	326.50	318.50	1,617.50	
TOTAL	361.00	7.50	7.50	345.00	352.50	352.50	345.00	1,771.00	
GRIFFIN ANNA D									
209 <i>Hol WK 1.5</i>	0.00	0.00	0.00	14.00	0.00	0.00	8.00	22.00	
210 <i>OT 1.5</i>	0.00	0.00	0.00	0.00	0.00	4.50	18.75	23.25	
RGA	241.00	165.25	151.00	116.00	49.75	191.25	100.75	1,015.00	
TOTAL	241.00	165.25	151.00	130.00	49.75	195.75	127.50	1,060.25	
[REDACTED]									
155	7.50	0.00	0.00	37.50	0.00	15.00	15.00	75.00	
216	0.25	0.00	0.00	0.00	0.00	0.75	0.00	1.00	
400	40.50	0.00	0.00	23.00	15.15	22.50	17.00	118.15	
404	53.25	0.00	0.00	26.00	30.00	37.75	23.75	170.75	
425	0.00	0.00	0.00	7.50	0.00	0.00	0.00	7.50	
RGA	288.75	0.00	0.00	296.00	344.65	314.75	334.25	1,578.40	
TOTAL	390.25	0.00	0.00	390.00	389.80	390.75	390.00	1,950.80	
[REDACTED]									
RGA	80.50	0.00	0.00	4.00	27.25	3.25	75.00	190.00	
TOTAL	80.50	0.00	0.00	4.00	27.25	3.25	75.00	190.00	

TITLE VI PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 98-A TEMPORARY, SEASONAL AND PART-TIME STATE EMPLOYEES

Section 98-A:6

98-A:6 Working on a Part-Time Basis. – An individual working on a part-time basis shall not be eligible to utilize either sick or annual leave but at each anniversary of employment should the total working time during the preceding year amount to the equivalent of 6 months or more he shall be paid all accumulated annual leave not in excess of those allowed by Per 307.03 of the rules of the division of personnel.

Source. 1963, 309:1. 1973, 271:3, eff. Aug. 21, 1973.