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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

August 6, 2018

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

AUG08'18 AM 9:30 DAS

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources (Department) to make a **RETROACTIVE** one-time payment totaling \$990.92 to Charles Flint to compensate for wages that were not paid in State Fiscal Years 2017 through 2018. Associated benefits totaling \$75.81 have also been included for a total payment of \$1,066.73. **100% Agency Income**

03-035-351510-73000000 Hampton Meters

Class 50- Part Time Salaries

03-35-35-351510-73000000-050-500109	Part-time Salaries	\$ 990.92
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Class 60 – Benefits

03-35-35-351510-73000000-060-500611	FICA Temporary	\$ 61.44
03-35-35-351510-73000000-060-500632	Medicare Coverage Temporary	<u>14.37</u>
	<i>Total Benefits:</i>	\$ 75.81

TOTAL:		\$ 1,066.73
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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 work 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



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

August 7, 2018

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

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Charles Flint EE#111567, Computer Operator II SNL2789, was due to receive an increment September 16, 2016. He should have gone from LG 13 Step 4 to LG 13 step 5. Please see the attached increment history that should have occurred.

This came to light when the employee reached out to us looking for the increment.

Because of the above, I do not want to penalize the employee further and request that we be allowed to process his increments, along with the retroactive pay he is entitled to for FY19. We will work with BOA payroll for the previous fiscal years retroactive amounts and seek appropriate G&C approvals for the prior year retroactive amounts. The amount of the retroactive pay is approximately \$1,094.40 broken out by fiscal year as follows:

FY17	\$ 334.55
FY18	\$ 656.35
FY19	\$ 103.50
TOTAL	\$1,094.40

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, August 8, 2018 9:00 AM
To: McFarland, Linda
Cc: Sittig, Connie; Lydick, Joanne (Mottola)
Subject: RE: Request to process retroactive increment
Attachments: Increment Retro 09-13-16 - 07-19-18.xls; Request to process late increment-Flint.doc

Based on the information provided, your request to process a retroactive increment is approved.

From: McFarland, Linda
Sent: Tuesday, August 07, 2018 3:36 PM
To: Jerry, Carol B
Cc: Sittig, Connie; Lydick, Joanne (Mottola)
Subject: Request to process retroactive 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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