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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

William L. Wrenn
Commissioner

SU
for KDH

P.O. BOX 1806
CONCORD, NH 03302-1806

Bob Mullen
Director

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

November 5, 2013

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

Retractive

REQUESTED ACTION

Authorize the Department of Corrections to make a one-time **retroactive** payment of salary and benefits to Supervisor I, James Boggis, position # 18810, in the amount of \$1,218.31, from account 02-46-46-466010-7111, for the period from December 28, 2012 through June 13, 2013 with current State fiscal year funds. 100% General Funds

Funds are available in the account, *State Prison for Women, NHSP-W - Prison for Women*, as follows:

Period Impacted: December 28, 2012 - June 13, 2013

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
James Boggis	02-46-46-466010-7111	\$ 1,003.55	\$ 214.76	\$ 1,218.31

EXPLANATION

The NH Department of Corrections (NH DOC) requests authorization to make a **retroactive** one-time payment to Mr. James Boggis for salary and benefits in the amount of \$1,218.31 for the period from December 28, 2012 through June 13, 2013 with current State fiscal year funds. In SFY 2013, Mr. James Boggis, Supervisor I, LG 19, A130, was due an increment from Step 4 to Step 5 on December 28, 2012.

Mr. Boggis received a temporary promotion from a Chef II, position # 12922, LG 14, A130 to a Supervisor I, LG 19, A130 on September 27, 2012 because he has been performing the duties of the vacant Supervisor I position since that date. However, due to the temporary promotion and an approved extension of the temporary position, a clerical oversight caused the increment from Step 4 to Step 5 not to be processed.

To make the necessary adjustment, the NH Department of Corrections is seeking a **retroactive** one-time payment to Mr. James Boggis for \$1,218.31 representing the missed increment level of salary and benefits for the period of December 28, 2012 through June 13, 2013.

Respectfully Submitted,

William L. Wrenn
Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
BUREAU OF HUMAN RESOURCES

P.O. BOX 1806
CONCORD, NH 03302-1806
603-271-5650 FAX: 603-271-3345
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Lisa Currier
Administrator

August 8, 2013

Karen Hutchins
Director of Personnel
NH Division of Personnel
State House Annex
Concord, NH 03301

Dear Ms. Hutchins:

On December 3, 2012, I wrote requesting a retroactive temporary promotion for a Mr. James Boggis, who is a Chef II, in position #12922, LG 14, A130 pay scale, who works at the NH State Prison. The request was to temporarily promote him to a Supervisor I, LG 19, due to the fact that he had been working and performing the duties since September 27, 2012 at that level since the Supervisor I position #18810 was vacant. Also, on June 17, 2013, I submitted a request to you to extend his temporary promotion for an additional period of time, which you approved.

However, I am writing now due to the fact that there was an oversight in not processing an increment for Mr. Boggis was due on December 28, 2012. Mr. Boggis was at step 8 in his position of Chef II with an increment date of 12/28/09. He received a temporary promotion on September 27, 2012 to labor grade 19 step 4. However, as a result of the temporary promotion and subsequent extension the increment he should have received on 12/28/12, was not processed. Therefore, we are requesting to process that increment now and place him at step 5.

Upon your approval of this request, we will then calculate the retroactive amount that he should have received. After Bureau of Accounts confirms our calculations, I will notify you so further processing of the retro payment can result.

We look forward to your favorable response.

Sincerely,

Lisa A. Currier
Human Resource Administrator

lc

White, Sandra L

From: Currier, Lisa
Sent: Tuesday, August 13, 2013 2:03 PM
To: White, Sandra L; Fredette, Ella M
Subject: FW: retro increment request
Importance: High
Attachments: Retro increment to J.Boggis- 2013.doc

Here is the approval on Mr. Boggis' increment.
Thanks,
Lisa C.

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From: Hutchins, Karen D [mailto:Karen.Hutchins@nh.gov]
Sent: Tuesday, August 13, 2013 1:53 PM
To: Currier, Lisa
Subject: FW: retro increment request

Yes, your request is approved.

Karen Hutchins

Karen D. Hutchins
Director of Personnel
25 Capitol Street
Concord, NH 03301
Phone - (603) 271-3261
Fax - (603) 271-1422

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PLEASE NOTE: Effective as of July 1, 2013, our new address is 28 School Street, Concord, NH 03301

From: Currier, Lisa [mailto:lisa.currier@nhdoc.state.nh.us]
Sent: Tuesday, August 13, 2013 11:02 AM
To: Hutchins, Karen D
Subject: FW: retro increment request

Karen,
Just checking to see if you have seen my request below.
Thanks,
Lisa C.

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9/4/2013

From: Currier, Lisa
Sent: Thursday, August 08, 2013 3:28 PM
To: 'Hutchins, Karen D'
Subject: retro increment request

Karen,
Attached is a retro increment request for your review.
Thank you.

Lisa A. Currier
HR Administrator
NH Department of Corrections
(603)271-5640

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