



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

August 26, 2014
Bureau of Finance and Contracts

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

REQUESTED ACTION

Retroactive

Authorize the Department of Transportation to retroactively pay Phillip Rogers, Lift Bridge Worker III, \$1,599.25 for prior year rotating shift differential wages with current fiscal years fund that were not processed from June 14, 2013 to June 12, 2014 effective upon Governor and Council approval. 66% Highway Funds, 33% Local Funds and 1% Agency Income.

Funds are available in account titled, 04-096-096-9605-5034, Lift Bridge Operations as follows:

Table with 2 columns: Description and Amount. Rows include Regular Personal Services (\$1,227.00), Regular Holiday Pay (\$ 48.00), Overtime Pay (\$ 210.60), Benefits (FICA) (\$ 113.65), and Total (\$1,599.25).

EXPLANATION

This shift differential was missed due to an Administrative oversight when the employee went into a new position in June 2013. This employee's shift differential error was discovered due to an internal audit of the employee's payroll records in comparison to the 2013 budget.

Once discovered we calculated wages owed, received Division of Personnel approval and immediately began paying him correctly. We now request Governor and Council approval to pay for the prior fiscal year.

Respectfully Submitted,

[Handwritten signature]

Christopher D. Clement, Sr.
Commissioner

Kelly Hacking

From: Julie McComb
Sent: Wednesday, August 20, 2014 1:58 PM
To: Douglas Gosling
Cc: Kelly Hacking; Faith Ellis
Subject: FW: Request for retroactive payment - missed shifts for 2 employees

Doug -

The request for retroactive payment for the missed shift for your 2 employees has been approved by DOP. Kelly will be working calculating the retroactive \$ and will be in touch with you as needed.

Julie

Julie A. McComb
HR Coordinator II
NHDOT Bureau of Human Resources

-----Original Message-----

From: Willingham, Sara J. [<mailto:Sara.Willingham@NH.Gov>]
Sent: Wednesday, August 20, 2014 1:55 PM
To: Julie McComb
Cc: Burke, Candy J
Subject: RE: Request for retroactive payment - missed shifts for 2 employees

I will approve the processing of this retroactive payment as requested below.

-----Original Message-----

From: Julie McComb [<mailto:JMcComb@dot.state.nh.us>]
Sent: Wednesday, August 20, 2014 1:22 PM
To: Willingham, Sara J.
Subject: Request for retroactive payment - missed shifts for 2 employees

Sara,

The Department of Transportation requests your approval for retroactive payment of missed shifts for 2 employees who work in the Bureau of Bridge Maintenance. It has been confirmed that both employees have been working a set rotating shift since 6/14/13 and have not been paid the additional \$.60/hr for shift. Unfortunately, the coding of the shift on the position and the employee were missed in NH First at that time.

Upon approval, our payroll office will complete the calculation for retroactive \$ and follow the process for reimbursing the employees for \$ due.

Thank you for your consideration.
Julie

Julie A. McComb
HR Coordinator II
NHDOT Bureau of Human Resources

-----Original Message-----

From: Kelly Hacking
Sent: Wednesday, August 20, 2014 11:53 AM
To: Julie McComb
Subject: RE: possible 2 retro payments

Hi Julie,

I have verified that both employees were not getting paid shift since June 2013 when they lateralled into these new positions.
We are going to start figuring the retro amount due to them so we have an idea of the \$\$ amount and then will find out if we need to go G&C based on that.

Thanks, Kelly

Kelly Hacking
Payroll Supervisor
Bureau of Finance & Contracts
New Hampshire Department of Transportation
7 Hazen Drive, PO Box 483, Room 170
Concord, NH 03302-0483
Tel (603) 271-2525
Fax (603) 271-2653
khacking@dot.state.nh.us

-----Original Message-----

From: Julie McComb
Sent: Wednesday, August 20, 2014 11:14 AM
To: Kelly Hacking
Subject: FW: possible 2 retro payments
Importance: High

Kelly,

Can you please check these out to see if they have been underpaid?
PAF's were processed last year to change the position and keep them on rotating shift. But in NH First - the shift was removed on 6/14/13.

If \$ is due, B.M. may need to go to G&C because it involves previous fiscal years funds - do you know who would assist them with that? I think if less than a certain \$ amount they do not need to.

Julie

Julie A. McComb
HR Coordinator II
NHDOT Bureau of Human Resources

-----Original Message-----

From: Faith Ellis
Sent: Wednesday, August 13, 2014 8:42 AM
To: Julie McComb; Kathryn Hublely
Cc: Steve Johnson (Br Maint); Douglas Gosling
Subject: possible 2 retro payments

While looking at some budget information that Steve gave me I notice that two of the Full time LBW's are not getting the rotating shift pay.
\$.60 an hour. I have attached the notices to start.

Philip Rogers and Barry White.

Please let me know if you need anything else from me, and when the retro pay will be entered so that we can notify them of the error. (so they know why they are getting the money).

Faith

Administrative Secretary
NH DOT Bridge Maintenance
603-271-3667