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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Bureau of Human Resources
July 23, 2018

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

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to **retroactively** pay Richard Drew, Highway Maintainer III, \$1,655.13 for compensation due to missed increments from August 17, 2017 to June 21, 2018.
100% Highway Funds

Funds are available as follows:
04-0496-096-960515-3007
Highway Fund

FY2019

010-500100 Regular Personal Services	\$ 1,154.08
018-500106 Overtime Pay	\$ 240.60
019-500105 Regular Holiday Pay	\$ 48.96
060-500601 Benefits (FICA) (6.2%)	\$ 89.51
060-500631 Benefits (Medicare) (1.45%)	\$ 20.93
060-500604 Benefits (NHRS) (7.0%)	<u>\$ 101.05</u>
Total	\$ 1,655.13

EXPLANATION

Mr. Drew was due an increment on August 17, 2017 to move him from Labor Grade 12 Step 5 to Labor Grade 12 Step 6. Mr. Drew was out on FMLA from May 4, 2017 to August 18, 2017. Upon his return, the system did not update Mr. Drew to give him his increment.

It is respectfully requested that this item be accepted.

Sincerely,

Victoria F. Sheehan
Commissioner

Attachments

Drouin, Michelle

From: Jerry, Carol B
Sent: Thursday, June 14, 2018 3:56 PM
To: LaChance, Sandra; Willingham, Sara J.
Cc: Lydick, Joanne (Mottola); Calise, Beth; Martin, Alexis
Subject: RE: Request for Retro

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

From: LaChance, Sandra
Sent: Thursday, June 14, 2018 1:44 PM
To: Willingham, Sara J.; Jerry, Carol B
Cc: Lydick, Joanne (Mottola); Calise, Beth; Martin, Alexis
Subject: Request for Retro

Hi Sara:

We have noted an error that employee Richard Drew (97619) should have received his increment on 8/17/17 but due to him being on FMLA and the report not working correctly. He should have gone from a LG12 step 5 to a step 6. Seeking permission to do a retro-increment work unit.

We will work with Payroll and BOA on getting Mr. Drew the amount due. As of this date, the approximate amount owed to Mr. Drew is \$1330.93.

Thank you

Sandra Lachance
Human Resources Coordinator II
Department of Transportation
603-271-3492
Sandra.Lachance@dot.nh.gov