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**STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER**

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December 3, 2020

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources (Department) to make a Retroactive one-time payment totaling \$3,124.16 comprised of \$2,902.14 to two employees to compensate for wages not paid in State Fiscal Year 2020 and associated FICA/Medicare costs totaling \$222.02. 100% Agency Income.

Class 50- Part Time Salaries

03-035-035-351510-37770000-050-500109	Part-time Salaries	\$ 1,939.78
03-035-035-351510-37200000-050-500109	Part-time Salaries	\$ 962.36

Class 60 - Benefits

03-035-035-351510-37770000-060-500611	FICA Temporary	\$ 120.27
03-035-035-351510-37770000-060-500632	Medicare Coverage Temporary	\$ 28.13
03-035-035-351510-37200000-060-500611	FICA Temporary	\$ 59.67
03-035-035-351510-37200000-060-500632	Medicare Coverage Temporary	\$ 13.95

Total Benefits: \$ 222.02

TOTAL: \$ 3,124.16

EXPLANATION

During a recent payroll review we found two seasonal employees who were due increments. The first was inadvertently removed from our "PAYAN" report that is used for the purpose of tracking hours for annual leave pay for employees who render service in excess of 6 months. Our second was found to have missed a pay increment in the course of a periodic audit reviewing increments of all 800 seasonal employees.

Our Payroll Supervisor has conducted a full review of all hours worked by seasonal employees and ensured reporting and tracking is captured in conjunction with the Division of Personnel. The Bureau of Accounts' State Payroll Manager has reviewed the above figures and attest to the accuracy of both retro payments.

This request seeks to allow the Department to pay wages owed to both employees, whose wage increments were not processed. Additionally, continued corrective measures continue to be implemented and enforced to ensure seasonal increments due are properly monitored and tracked for employees going forward.

Sincerely,



Sarah L. Stewart
Commissioner

(2)

How to figure leave compensation for Part-time employees

For **37.5** hour people:

Enter correct figures

Do not change numbers in blue

Step 1	Enter Number of hours employee worked in a calendar year:	1605.50	divided by	162.30	which is the number of full-time hours worked in a month for a 37.5 hour employee	9.89	Total full-time months worked for that part-time employee
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Step 2		9.00	multiply by	9.375	Accrual rate ex:	84.375	Total hours of leave compensation to be paid to the employee
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For employees working a 37.5 hour week; 1 day = 7.5 hours; 1 1/4 days = 9.375 hours

Step 3		84.375	multiply by	\$22.99	employees current rate of pay	\$1,939.78	Total dollars to be paid to employee as leave compensation.
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Employee Name: Alexis Rudko

Employee Number: 130955

Div/Foreman: Trails Bureau

Gross	\$1,939.78
FICA/Medicare	\$148.39
Total	<u>\$2,088.17</u>

Name: Alexis Rudko
Employee# 130955
Classification: Program Specialist I
Date of Hire: 2/5/2016
LG/Step: 19/4
Location: Parks and Recreation

Must work 975 hours in a year

Pay Periods	Hours Worked
02/05/19 - 02/14/19	44
02/15/19 - 02/28/19	51.5
03/01/19 - 03/14/19	59
3/15/2019 - 03/28/19	59
03/29/19 - 04/11/19	59
04/12/19 - 04/25/19	59
04/26/19 - 05/09/19	59
05/10/19 - 05/23/19	59
05/24/19 - 06/06/19	51.5
06/07/19 - 06/20/19	59
06/21/19 - 07/04/19	63
07/05/19 - 07/18/19	63
07/19/19 - 08/01/19	70
08/02/19 - 08/15/19	70
08/16/19 - 08/29/19	70
08/30/19 - 09/12/19	63
09/13/19 - 09/26/19	70
09/27/19 - 10/10/19	67
10/11/19 - 10/24/19	70
10/25/19 - 11/07/19	62.5
11/08/19 - 11/21/19	63
11/22/19 - 12/05/19	49
12/06/19 - 12/19/19	58
12/20/19 - 01/02/20	56
01/03/20 - 01/16/20	70
01/17/20 - 01/30/20	59
01/31/20 - 02/04/20	22
Total	1605.5
Hours Needed	975
Hours Remaining	630.5

