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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
TDD ACCESS: Relay NH 1-800-735-2964

July 30, 2019

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 \$7,246.08 to Jack Varin to compensate for wages that were not paid in State Fiscal Years 2014 through 2018. Associated benefits totaling \$554.33 have also been included for a total payment of \$7,800.41. **100% Agency Income**

03-035-351510-37030000 Cannon Mountain

Class 50- Part Time Salaries

03-35-351510-37030000-050-500109 Part-time Salaries \$ 7,246.08

Class 60 – Benefits

03-35-351510-37030000-060-500611 FICA Temporary \$ 449.26

03-35-351510-37030000-060-500632 Medicare Coverage Temporary 105.07

Benefits: \$ 554.33

TOTAL: \$ 7,800.41

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

Sittig, Connie

From: Jerry, Carol B
Sent: Wednesday, May 2, 2018 4:23 PM
To: Sittig, Connie
Cc: Willingham, Sara J.; McFarland, Linda; Lydick, Joanne (Mottola)
Subject: FW: Request to process retroactive increments
Attachments: Request to process late increment-Varin.doc; Retroactive Increment History- Varin.docx

Importance: High

Your request to process retroactive increment for Mr. Varin is approved.

From: Sittig, Connie
Sent: Wednesday, May 02, 2018 3:23 PM
To: Jerry, Carol B; Willingham, Sara J.
Cc: McFarland, Linda; Lydick, Joanne (Mottola); Sittig, Connie
Subject: Request to process retroactive increments
Importance: High

Please see the attached request.

Thank you!

Connie J. Sittig
Supervisor I
Dept. of Natural and Cultural Resources
172 Pembroke Rd
Concord, NH. 03301
Tel: 603-271-3316 (VOIP 13316)
Fax: 603-271-2488
Email: Connie.Sittig@dncr.nh.gov

PLEASE NOTE NEW AGENCY NAME. Formerly DEPT. of RESOURCES & ECONOMIC DEVELOPMENT

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Retroactive Increment History

**Jack Varin
EE#43393**

Action Date	Trans Type	Pos	LG	Step Was	Step Sd. be	Shift	ROP Change
07/26/13	Increment	Ticket Seller	LG 8	Step 2	Step 3	1 st	\$12.35 to \$12.82
11/01/13	Promo	Tram Sec. Op	LG 9	Step 2	Step 3	1 st	\$12.82 to \$13.32
05/16/14	Demo	Ticket Seller	LG 8	Step 2	Step 3	1 st	\$12.35 to \$12.82
07/11/14	SLINC	Ticket Seller	LG 8	Step 2	Step 3	1 st	\$12.63 to \$13.11
11/01/14	Promo	Tram Sec. Op	LG 9	Step 2	Step 3	1 st	\$13.11 to \$13.62
12/12/14	Increment	Tram Sec. Op	LG 9	Step 2	Step 4	1 st	\$13.11 to \$14.13
01/09/15	Slic	Tram Sec. Op	LG 9	Step 2	Step 4	1 st	\$13.41 to \$14.45
05/22/15	Demo	Ticket Seller	LG 8	Step 2	Step 4	1 st	\$12.91 to \$13.93
10/30/15	Promo	Tram Sec. Op	LG 9	Step 2	Step 4	1 st	\$13.41 to \$14.45
01/08/16	Slic	Tram Sec. Op	LG 9	Step 2	Step 4	1 st	\$13.68 to \$14.74
03/05/16	Increment	Tram Sec. Op	LG 9	Step 2	Step 5	1 st	\$13.68 to \$15.28
05/06/16	Lateral	Park manager I	LG 9	Step 2	Step 5	1 st	\$13.68 to \$15.28
11/19/16	Lateral	Tram Sec. Op	LG 9	Step 2	Step 5	1 st	\$13.68 to \$15.28
01/6/17	SLINC	Tram Sec. Op	LG 9	Step 2	Step 5	1 st	\$13.96 to \$15.59
05/01/17	Promo	Park Manager II	LG 12	Step 1	Step 3	1 st	\$15.04 to \$16.23
11/22/17	Demot	Retail Store Clk	LG 6	Step 1	Step 3	1 st	\$12.15 to \$12.81

FY14	\$ 624.06
FY15	\$1,255.23
FY16	\$1,838.43
FY17	\$3,037.46
<u>FY18</u>	<u>\$ 490.90</u>
TOTAL	\$7,246.08