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

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February 27, 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 of \$80,600.84 for 28 employees to compensate for wages and associated benefits not paid in State Fiscal Years 2013 through 2019. **99% Agency Income, 1% Federal Funds**

Class 50- Part Time Salaries		Amount
03-35-351510-37030000-050-500109	Part-time Salaries	24,673.76
03-35-351510-37040000-050-500109	Part-time Salaries	8,911.03
03-35-351510-37200000-050-500109	Part-time Salaries	23,345.07
03-35-351510-37220000-050-500109	Part-time Salaries	8,715.95
03-35-351510-37420000-050-500109	Part-time Salaries	1,756.82
03-35-351510-37450000-050-500109	Part-time Salaries	1,571.83
03-35-351010-35160000-050-500109	Part-time Salaries	628.34
03-35-351010-52000000-050-500109	Part-time Salaries	5,270.27
Total Salaries		74,873.05
Class 60 – Benefits		
03-35-351510-37030000-060-500611	FICA Temporary	1,529.77
03-35-351510-37030000-060-500632	Medicare Coverage Temporary	357.77
03-35-351510-37040000-060-500611	FICA Temporary	552.48
03-35-351510-37040000-060-500632	Medicare Coverage Temporary	129.21
03-35-351510-37200000-060-500611	FICA Temporary	1,447.39
03-35-351510-37200000-060-500632	Medicare Coverage Temporary	338.51
03-35-351510-37220000-060-500611	FICA Temporary	540.39
03-35-351510-37220000-060-500632	Medicare Coverage Temporary	126.38
03-35-351510-37420000-060-500611	FICA Temporary	108.92
03-35-351510-37420000-060-500632	Medicare Coverage Temporary	25.47
03-35-351510-37450000-060-500611	FICA Temporary	97.45
03-35-351510-37450000-060-500632	Medicare Coverage Temporary	22.79
03-35-351010-35160000-060-500611	FICA Temporary	38.96
03-35-351010-35160000-060-500632	Medicare Coverage Temporary	9.11
03-35-351010-52000000-060-500611	FICA Temporary	326.76
03-35-351010-52000000-060-500632	Medicare Coverage Temporary	76.42
Total Benefits		5,727.79
Total:		80,600.84

EXPLANATION

From a recent payroll audit conducted for seasonal employees at the Department, it was determined that between 2013 and 2019, many seasonal employees' incremental pay raises were not implemented upon eligibility. Eligibility of incremental pay raises for each seasonal employee occurs upon completion of the necessary amount of hours worked as defined by the wage schedule under which the position is assigned for payroll purposes. Necessary amount of hours is the needed amount of hours worked by a full-time employee in the same wage schedule to be eligible for a step increase. For full-time employees, this normally happens in a consistent manner based upon completion of the number of hours worked in a 52-week period per a fixed hourly work schedule. Seasonally employed staff do not maintain a consistent full-time schedule of employment year round. Therefore, it takes more total weeks than a full-time employee to complete the necessary amount of worked hours that will trigger eligibility for a step increase. Because of this inconsistency, total hours worked by seasonal employees must be tracked through system generated reporting or via manual data maintenance.

In collaboration with the Department of Administrative Services' payroll services and financial data management unit in conjunction with the Division of Personnel, a statewide analysis was conducted in response to the audit finding. It was determined that the available system generated reporting was insufficient to be relied upon as a basis for accurate tracking of eligible incremental pay raises for seasonal employees. Through collaborative reporting development, data validation and reconciliation efforts, we have been able to obtain a complete and accurate record of all back wages owed that were accrued as a result of this tracking deficiency.

At this time, all necessary corrective actions have been performed, thus reflecting proper time in position increments that needed to be applied. The Bureau of Accounts' State Payroll Manager has provided final review of all pay adjustments and all seasonal employees are being compensated at the correct rate of pay.

This request seeks to allow the Department to make whole through payment of wages owed, seasonal employees whose eligibility for pay raises was not accurately recorded. Going forward, with proper system generated reporting in place, we will ensure that all increments due will be properly tracked and adjusted as necessary for all seasonal employees.

Sincerely,



Sarah L. Stewart
Commissioner

DNCR Retro Pay Employee List1

Last	First	Salary	Benefits	Total Pd
ADAMUSKA	RYAN	\$1,697.28	\$129.84	\$1,827.12
ALLEN	BRUCE	\$1,256.68	\$96.14	\$1,352.82
ANDERSON	RAICO	\$1,906.53	\$145.85	\$2,052.38
BRUCE	RACHEL	\$2,143.45	\$163.97	\$2,307.42
BURNS	HASEN	\$1,598.62	\$122.29	\$1,720.91
BYERS	HARRY	\$4,641.93	\$355.11	\$4,997.04
CHRISTNACHT	TERESA	\$1,148.34	\$87.85	\$1,236.19
COLLINS	JEFFREY	\$1,209.59	\$92.53	\$1,302.12
DAVENPORT	TOM	\$1,369.90	\$104.80	\$1,474.70
DOBROWOLSKI	SARA	\$2,113.37	\$161.67	\$2,275.04
FLYNN	RONALD	\$1,812.91	\$138.69	\$1,951.60
GIRARD	ALLAN	\$3,474.02	\$265.76	\$3,739.78
HAMILTON	RUSSELL	\$1,765.63	\$135.07	\$1,900.70
IDE	STEVEN	\$6,796.20	\$519.91	\$7,316.11
JUBINVILLE	GUY	\$1,756.82	\$134.40	\$1,891.22
KENNEY	PETER	\$3,143.65	\$240.49	\$3,384.14
LESSARD	ASHLI	\$6,791.99	\$519.59	\$7,311.58
MANGIONE	ZACHARY	\$1,415.22	\$108.26	\$1,523.48
MESCUA	GIANPIERRE	\$1,890.81	\$144.65	\$2,035.46
NEWELL	RALPH	\$6,983.75	\$534.26	\$7,518.01
NICOLL	KELTY	\$4,152.97	\$317.70	\$4,470.67
PUTNAM	NATHANIEL	\$2,305.99	\$176.41	\$2,482.40
SMITH	JOAN	\$2,906.34	\$222.34	\$3,128.68
STROUP	ETHAN	\$1,924.29	\$147.21	\$2,071.50
TARGAN	DAVID	\$1,641.33	\$125.56	\$1,766.89
WHEELER	ALAN	\$1,006.79	\$77.02	\$1,083.81
WHITCOMB	TABER	\$4,580.41	\$350.40	\$4,930.81
WRIGHT	MIRANDA	\$1,438.24	\$110.03	\$1,548.27
		\$74,873.05	\$5,727.79	\$80,600.84