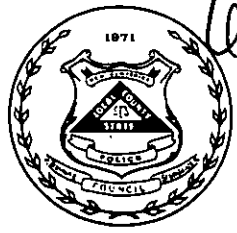


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State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL
ARTHUR D. KEHAS
LAW ENFORCEMENT TRAINING FACILITY & CAMPUS
17 Institute Drive — Concord, N.H. 03301-7413
603-271-2133 FAX 603-271-1785
TDD Access: Relay NH 1-800-735-2964



Chief David P. Cahill
Chairman

Donald L. Vittum
Director

August 22, 2018

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

REQUESTED ACTION

Authorize the New Hampshire Police Standards and Training Council (NHPSTC) to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2019 funds to Lieutenant Earl Nelson, Law Enforcement Training Specialist I, in the amount of \$3,181.73. This payment is to compensate the employee for wages that were not paid for State Fiscal 2017 and 2018. **100% General Fund.**

Funding is available as follows:

06-87-87-08700-66390000-050-500109 \$3,181.73

EXPLANATION

This request is made retroactively because Lieutenant Nelson was due a step increment in State Fiscal 2017 and that was not paid. The administrative error was not discovered until State Fiscal Year 2019. Approval of this request will rectify the error thereby paying Lieutenant Nelson for monies due him.

Respectfully submitted,

Chief Timothy J. Merrill
Executive Officer

TJM/la

Ames, Lorelee

From: Jerry, Carol B
Sent: Thursday, August 16, 2018 12:07 PM
To: Ames, Lorelee
Cc: Lydick, Joanne (Mottola)
Subject: RE: Request for retroactive increment
Attachments: Retrepayment 082018.pdf

Hello Lorelee,

Your request to process a retroactive increment for Mr. Nelson to step 5 with an effective date of March 29, 2017 is approved.

Carol

From: Ames, Lorelee
Sent: Thursday, August 16, 2018 9:24 AM
To: Jerry, Carol B
Subject: FW: Request for retroactive increment

From: Ames, Lorelee
Sent: Monday, August 13, 2018 2:57 PM
To: Jerry, Carol B
Cc: Merrill, Timothy J
Subject: Request for retroactive increment

Deputy Director Jerry,

Attached is a request for retroactive increment for Earl D. Nelson (EE: 75208).

Thank you for your consideration.

-Lorelee

Lorelee Ames
Program Assistant
NH Police Standards & Training
17 Institute Drive
Concord, NH 03301
Phone (603) 271-1787
Fax (603) 271-1785



Chief David P. Cahill
Chairman

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Donald L. Vitum
Director

August 13, 2018

Deputy Director Carol Jerry
NH Division of Personnel
28 School Street
Concord, NH 03301

Dear Deputy Director Jerry:

It has come to our attention that Earl D. Nelson (EE: 75208) was due to receive step 5 increment on March 29, 2017. This request is to process a retroactive increment and proceed with calculations for his retro payment.

The error occurred while calculating the hours needed for an increment on a step 5 to step 6 (4,160 hours) rather than the correct calculation from a step 4 to step 5 (2,080 hours).

Thank you for your consideration.

Sincerely,

Chief Timothy J. Merrill
Executive Officer

TJM/la