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Robert R. Scott, Commissioner

November 18, 2019

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

**REQUESTED ACTION**

Authorize the Department of Environmental Services to make a **retroactive** one-time payment from State Fiscal Year (SFY) 2020 funds to Lauren Dethlefs, Part Time Program Assistant I in the Office of the Commissioner, Public Information and Permitting Unit in the amount of \$2,316.88. This payment is to compensate the employee for wages that were not paid for State Fiscal Years 2017-2019. Funding is 100% General Funds.


**03-44-44-442010-10020000 - Department of Environmental Services, Office of the Commissioner, Public Information and Permitting Unit**

Employee Name	Class Object	Class Title	Amount
Lauren Dethlefs	050-500109	Personal Services-Part Time	\$2,152.23
Lauren Dethlefs	060-500601	FICA	133.44
Lauren Dethlefs	060-500631	Medicare	31.21
Total			\$2,316.88

**EXPLANATION**

This request is made retroactively because Lauren Dethlefs was due compensation in State Fiscal Years 2017-2019 that was not paid. Lauren Dethlefs was due an increment on May 31, 2017 that wasn't processed. The administrative error was not discovered until the release of a new report by the Department of Administrative Services in State Fiscal Year 2020. Utilizing this report, the Bureau of Human Resource Management has instituted a monthly review process to minimize the reoccurrence of related errors.

We respectfully request your approval of this item.

  
Robert R. Scott  
Commissioner