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January 28, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education (DOE), Human Resource Office to make a retroactive one-time payment from State Fiscal Year (SFY) 2016 funds to Kathryn Nichol, Education Consultant II, in the amount of \$2,963.25. This payment is to compensate the employee for wages that were not paid in State Fiscal Year 2015. The funds to be paid will be 100% federal funds.

Funding is available in the account titled, School Improvement Grant, 06-56-56-563010-11310000:

			<u>SFY 2016</u>
010-056-11310000-010	500100	Personal Services	\$ 2,963.25
010-056-11310000-060	500601	FICA	\$ 183.72
010-056-11310000-060	500631	Medicare	\$ 42.97
010-056-11310000-060	500604	Retirement	<u>\$ 370.41</u>
Total			\$3,560.35

EXPLANATION

The Department of Education is requesting approval to pay a full-time employee her back pay for a missed step increment (step 8), which was due to her on June 1, 2014. Due to Administrative staff changes, the increment was not processed in a timely fashion. A review of the file uncovered the oversight, and the Department is seeking approval to compensate the employee accordingly. Increments are a manual process which is under review to avoid these types of errors in the future.

Sincerely,

Paul K. Leather,
Deputy Commissioner of Education