



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Bureau of Human Resources
July 23, 2018

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

REQUESTED ACTION

Authorize the New Hampshire Department of Transportation to retroactively pay Gary LeBlanc, Assistant Highway Patrol Foreman, \$2,217.60 for compensation due to missed increments from July 28, 2017 to June 21, 2018. 100% Highway Funds

Funds are available as follows:
04-096-096-960515-3007
Highway Fund

FY2019

010-500100 Regular Personal Services	\$ 1,610.72
018-500106 Overtime Pay	\$ 259.44
019-500105 Regular Holiday Pay	\$ 64.08
060-500601 Benefits (FICA) (6.2%)	\$ 119.92
060-500631 Benefits (Medicare) (1.45%)	\$ 28.05
060-500604 Benefits (NHRS) (7.0%)	<u>\$ 135.39</u>
Total	\$ 2,217.60

EXPLANATION

Mr. LeBlanc was due an increment on July 28, 2017 to move him from Labor Grade 14 Step 7 to Labor Grade 14 Step 8. Mr. LeBlanc was out on FMLA from June 19, 2017 to September 25, 2017. Upon his return, the system did not update Mr. LeBlanc to give him his increment.

It is respectfully requested that this item be accepted.

Sincerely,

Victoria F. Sheehan
Commissioner

Attachments

Drouin, Michelle

From: Jerry, Carol B
Sent: Thursday, June 14, 2018 3:55 PM
To: LaChance, Sandra; Willingham, Sara J.
Cc: Martin, Alexis; Calise, Beth; Lydick, Joanne (Mottola)
Subject: RE: Request for Retro - Gary LeBlanc

Based on the information provided, your request to process a retroactive increment work unit is approved.

From: LaChance, Sandra
Sent: Thursday, June 14, 2018 1:39 PM
To: Willingham, Sara J.; Jerry, Carol B
Cc: Martin, Alexis; Calise, Beth; Lydick, Joanne (Mottola)
Subject: Request for Retro

Hi Sara:

We have noted an error that employee Gary LaBlanc (66274) should have received his increment on 7/28/17 but due to him being on FMLA and the report not working correctly. He should have gone from a LG14 step 7 to a step 8. Seeking permission to do a retro-increment work unit.

We will work with Payroll and BOA on getting Mr. LeBlanc the amount due. As of this date, the approximate amount owed to Mr. LeBlanc is \$1790.23.

Thank you

Sandra Lachance
Human Resources Coordinator II
Department of Transportation
603-271-3492
Sandra.Lachance@dot.nh.gov