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STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
OFFICE OF THE COMMISSIONER
172 Pembroke Road, Concord, New Hampshire 03301

TAYLOR CASWELL
Commissioner

TEL: 603-271-2341
FAX: 603-271-6784

May 8, 2018

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

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs to make a **RETROACTIVE** one-time payment from FY2018 funds to Jane Brezosky, Program Specialist IV, Division of Economic Development, in the amount of \$2,329.89. This payment is to compensate the employee for wages that were not paid during FY2017, for the period of September 19, 2016 through June 30, 2017. 100% General Funds

Funding is available as follows:

03-22-22-220510-14500000		
Procurement & Govt Contracts		
Class/Object	Class Title	Amount
010-500100	Regular Officers and Employees	\$ 1938.40
060-500601	FICA (Permanent)	\$ 120.18
060-500631	Medicare Coverage (Permanent)	\$ 28.11
060-500604	Retirement	\$ 243.20
Total:		\$ 2,329.89

EXPLANATION

The Department seeks retroactive approval of this request because Ms. Brezosky was due compensation in FY2017 that was not paid because of a missed step increment. Ms. Brezosky was due to receive her Step 7 increment on September 19, 2016. The administrative oversight was not discovered until FY2018. Approval of this request will rectify the error, thereby allowing payment of overdue wages.

Sincerely,

Taylor Caswell
Commissioner

HCW



STATE OF NEW HAMPSHIRE
DEPARTMENT of BUSINESS & ECONOMIC AFFAIRS
172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-0999 Fax: 271-2488

August 7, 2017

Carol Jerry, Deputy Director
Division of Personnel
State House Annex - 25 Capitol Street
Concord, NH 03301

Re: Retroactive Pay Request

Dear Ms. Jerry:

Our employee, Jane Brezosky, Program Specialist IV, #42049 was due an increment September 18, 2016. She was at LG 24, step 6, \$29.50 per hour and should have gone to a step 7 \$32.17 per hour on Sept 18, 2016, and then to \$32.82 on January 6, 2017.

This did not occur because this is a manual tracking system. She transferred from another agency on June 10, 2016 at LG 24 Step 6 \$29.50 per hour. She was hired at LG 25 step 6 \$30.82. When we entered her into our manual tracking sheet, we entered that she was due her next increment on September 18, 2017. When we went to process the evaluation for 2017, it was discovered that the increment should have been applied in 2016.

Because of the above, I do not want to penalize the employee further and request that we be allowed to process her increment for September 18, 2016. We realize we have to go to G&C for the FY '17 portion. However, we would like to process her increment to make her whole (to \$32.82 per hour) and pay the retroactive amount due in FY '18. Then once we receive G&C approval for FY'17 to pay her retroactive pay for that fiscal year. Total due, broken up by Fiscal Tears is as follows:

FY'17	\$1,938.35
FY '18	310.50
TOTAL	\$2,248.85

If you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

Linda A. McFarland
Human Resource Administrator

Cc: personnel file

Sittig, Connie

From: Jerry, Carol B
Sent: Tuesday, August 8, 2017 8:17 AM
To: McFarland, Linda
Cc: Lydick, Joanne (Mottola); Sittig, Connie
Subject: FW: Request to process late increment
Attachments: Brezosky, Jane - Retro.xls; Request to process late increment-Brezosky.doc

Based on the information that you provided, your request to process a retroactive increment for Ms. Brezosky is approved.

From: McFarland, Linda
Sent: Monday, August 07, 2017 5:29 PM
To: Jerry, Carol B
Cc: Lydick, Joanne (Mottola); Sittig, Connie
Subject: Request to process late increment

Please see the attached.

Linda A. McFarland
Human Resource Administrator
Dept. of Natural and Cultural Resources
172 Pembroke Road
Concord, NH 03301
Tel: 271-0999
Fax: 271-2488
Email: Linda.McFarland@dred.nh.gov.

PLEASE NOTE NEW AGENCY NAME. Formerly DEPT. of RESOURCES & ECONOMIC DEVELOPMENT

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