



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

P.O. BOX 1806  
CONCORD, NH 03302-1806

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Helen E. Hanks  
Commissioner

Robin H. Maddaus  
Director

September 26, 2018

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

**REQUESTED ACTION**

Authorize the NH Department of Corrections (NHDOC) to make a one-time **retroactive** salary payment to Corrections Officer, Leonard Mitchell, position # 41355, in the amount of \$1,187.68 from account 02-46-46-463510-3373, for the period from April 13, 2018 through June 7, 2018 with current State fiscal year funds. 100% General Funds

Funds are available in the account, State Prisons, Northern Correctional Facility, as follows:

Period Impacted: April 13, 2018 through June 7, 2018

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Leonard Michell	02-46-46-463510-3373	\$ 907.46	\$ 280.22	\$ 1,187.68

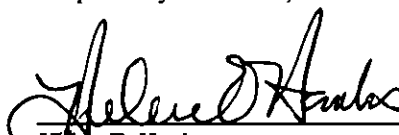
**EXPLANATION**

The NH Department of Corrections requests authorization to make a one-time **retroactive** salary payment to Corrections Officer, Leonard Mitchell, in the amount of \$1,187.68, for the period from April 13, 2018 through June 7, 2018 with current State fiscal year funds.

Mr. Mitchell was hired as a Correctional Officer Trainee (COT) and upon completing the Correctional Academy Mr. Mitchell would be eligible for a Correctional Officer (CO) status. An oversight occurred by the Department, Mr. Mitchell's promotion from a Correctional Officer Trainee status to a Correctional Officer was not processed in a timely manner, thus causing a delay in processing the appropriate increment.

To make the necessary adjustment, the NH Department of Corrections is seeking a one-time **retroactive** salary payment to Mr. Mitchell for \$1,187.68 representing the missed enhancement.

Respectfully Submitted,

  
Helen E. Hanks  
Commissioner



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
HUMAN RESOURCES**

**P.O. BOX 1806  
CONCORD, NH 03302-1806  
603-271-5650 FAX: 603-271-3345  
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**Helen E. Hanks  
Commissioner  
Ella Fredette  
Administrator**

**INTER-DEPARTMENT COMMUNICATION**

**FROM:** Kathryn Hubley  
Human Resource Coordinator

**DATE:** September 21, 2018

**SUBJECT:** G & C Request Needed

**AT (OFFICE):** Payroll  
Phone: 271-5661

**TO:** Jennifer Lind  
Administrator II

The following is information to submit a G&C request for retroactive pay due to:

**Employee Name:** Leonard Mitchell  
**Job Title:** Corrections Officer (Moved from COT to CO)  
**Org paid from:** 3373  
**Wage Schedule:** C416  
**Labor Grade:** 14  
**Step:** 1

**Period Impacted** 04/13/18 through 06/07/18

<b>State Fiscal Year (SFY)</b>	<b>SFY2018</b>
<b>Total Salary:</b>	<b>907.46</b>
<b>Total Benefits:</b>	<b><u>280.22</u></b>
<b>Total Due Employee:</b>	<b>1,187.68</b>

**REASON:** Mr. Mitchell was hired as a Correctional Officer Trainee (COT) and upon completing the Correctional Academy Mr. Mitchell would be eligible for a Correctional Officer (CO) status. An oversight occurred by the department, Mr. Mitchell's promotion from a Correctional Officer Trainee status to a Correctional Officer was not processed in a timely manner. We respectfully request a G&C item to be processed to pay the retro amount of \$1,187.68.

Employee Name: Leonard Mitchell  
Reason: Retroactive  
ID #: 134751  
Position #: 41355  
Wage Schedule: X208  
LG 12/14  
Step 1  
Effective: 1/6/2017

Pay Period Impacted: 4/13/2018 To 6/7/2018  
Dates in Pay Period: 4/13/2018 6/7/2018

Dates in Pay Period	Regular Hours Worked	Amount Paid	OT Worked	Amount Paid OT Worked	OT Straight	Amount Paid OT Straight	Holiday FT OT	Amount Paid Holiday FT OT	Shift Differential	Hazard Duty Pay	Wage Rate Paid	Actual Rate Paid	Total of Actual Pay	Correct Rate of Pay	Regular Hours Worked	Should Have Been Paid	OT Worked	Should Have Been Paid OT	OT Straight	Amount Paid OT Straight	Holiday FT OT	Amount Paid Holiday FT OT	Should Have Been Paid	Difference Owed
4/13/18 to 4/26/18	80	1,373.60	3.53	90.92	-	-	-	-	0.61	0.62	16.55	17.17	1,464.52	19.08	80	1,526.40	3.53	101.03	3.53	67.35	-	-	1,694.78	230.27
4/27/18 to 5/10/18	80	1,373.60	1.70	43.78	1.70	29.19	-	-	0.61	0.62	16.55	17.17	1,446.57	19.08	80	1,526.40	1.70	48.65	1.70	32.44	-	-	1,607.49	160.92
5/11/18 to 5/24/18	80	1,373.60	25.70	661.90	25.70	441.27	-	-	0.61	0.62	16.55	17.17	2,476.77	19.08	80	1,526.40	25.70	735.53	25.70	490.36	-	-	2,752.29	275.52
5/25/18 to 6/7/18	80	1,373.60	22.70	584.64	-	-	12.00	206.04	0.61	0.62	16.55	17.17	2,164.28	19.08	80	1,526.40	22.70	649.67	-	-	12.00	228.96	2,405.03	240.76
Total Amount Due																								907.46

\* Holiday Hours Worked are coded at 1.5  
Example: 8 Hours Worked: coded at 12

Benefits	Rate	Total Owed	Totalled
FICA	0.062	-	0.00
MED	0.0145	907.46	13.16
Group I RET	0.1215	-	0.00
Group II RET	0.2943	907.46	267.06
Total Benefits			280.22

Total Salary & Benefits: \$ 1,187.68