



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

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

603-271-5610 FAX: 1-888-908-6609
TDD Access: 1-800-735-2964
www.nh.gov/nhdoc

Helen E. Hanks
Commissioner

Robin H. Maddaus
Director

September 19, 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 Probation Parole Officer I, Samuel Derven, position # 40763, in the amount of \$3,936.87 from account 02-46-46-464010-8302, for the period from September 1, 2017 through June 7, 2018 with current State fiscal year funds. 100% General Funds

Funds are available in the account, Division of Field Services - District Offices, as follows:

Period Impacted: September 1; 2017 through June 7, 2018

Employee Name	Account	Salary, Class 010	Benefits, Class 060	Total
Samuel Derven	02-46-46-464010-8302	\$ 3,008.00	\$ 928.87	\$ 3,936.87

EXPLANATION

The NH Department of Corrections requests authorization to make a one-time retroactive salary payment to Probation Parole Officer I, Samuel Derven, in the amount of \$3,936.87, for the period from September 1, 2017 through June 7, 2018 with current State fiscal year funds.

On September 1, 2017 Mr. Derven was hired as a full-time Probation/Parole Officer Trainee for the NH Department of Corrections based on his experience and education. Mr. Derven holds a Master's degree which would have certified him at the level of a Probation/Parole Officer I. In July, 2018 Mr. Derven inquired whether his higher degree would have made him eligible to be certified as a Probation/Parole Officer I from the inception of his hire date and submitted his Master's transcripts. The Department has obtain permission to move Mr. Derven from a Probation/Parole Officer Trainee, labor grade 18 to a Probation/Parole Officer I, labor grade 20 and respectfully requests to pay the retro amount owed from September 1, 2017 to June 7, 2018.

To make the necessary adjustment, the NH Department of Corrections is seeking a one-time retroactive salary payment to Mr. Derven for \$3,936.87 representing the compensation for the change in classification.

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
TDD Access: 1-800-735-2964

Helen E. Hanks
Commissioner
Ella Fredette
Administrator

INTER-DEPARTMENT COMMUNICATION

FROM: Kathryn Hubley
Human Resource Coordinator

DATE: September 14, 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: Samuel Derven
Job Title: Probation Parole Officer I
Org paid from: 8302
Wage Schedule: L416
Labor Grade: 20
Step: 1

Period Impacted 09/01/17 through 6/7/18

State Fiscal Year (SFY)	SFY2018
Total Salary:	3,008.00
Total Benefits:	<u>928.87</u>
Total Due Employee:	3,936.87

REASON: Samuel Derven was hired as a Probation/Parole Officer Trainee. Mr. Derven was certified as a Probation Parole Officer Trainee based on his experience and education. Mr. Derven holds a Master's degree which would have certified him at the level of Probation Parole Officer I. Mr. Derven questioned the certification in July 2018 and provided the Master's transcripts. We have obtained the necessary approval to move him from a PPO Trainee to a PPO I. We respectfully request a G&C item to be processed to pay the retro amount of \$3,936.87.

Employee Name: Samuel Derven

Reason: Retroactive

ID #: 134667

Position #: 40763

Wage Schedule: L416

LG 18/20

Step 1

Effective: 1/6/2017

Pay Period Impacted: 9/1/2017 To 6/7/2018

Dates in Pay Period: 9/1/2017 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 Paid	Amount 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 Paid	Should Have Been Paid	Should Have Been Paid	Difference Owed
9/1/17 to 9/14/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
9/15/17 to 9/28/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
9/29/17 to 10/12/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
10/13/17 to 10/26/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
10/27/17 to 11/9/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
11/10/17 to 11/23/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
11/24/17 to 12/7/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
12/8/17 to 12/21/17	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
12/22/17 to 1/4/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
1/5/18 to 1/18/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
1/19/18 to 2/1/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
2/2/18 to 2/15/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
2/16/18 to 3/1/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
3/2/18 to 3/15/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
3/16/18 to 3/29/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
3/30/18 to 4/12/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
4/13/18 to 4/26/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
4/27/18 to 5/10/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
5/11/18 to 5/24/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
5/25/18 to 6/7/18	80	1,824.00	-	-	-	-	-	-	22.80	1,824.00	24.68	80	1,974.40	-	-	-	-	-	-	1,974.40	150.40
Total Amount Due																					3,008.00

* Holiday Hours Worked are coded at 1.5

Example: 8 Hours Worked: coded at 12

	Benefits	Rate	Total Owed	Total
	FICA	0.062	-	0.00
	MED	0.0145	3,008.00	43.62
Group I	RET	0.1215	-	0.00
Group II	RET	0.2943	3,008.00	885.25
Total Benefits				928.87

Total Salary & Benefits: \$ 3,936.87