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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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May 4, 2022

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

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS), Division of Plant and Property, to make a one-time **retroactive** payment to DAS employee Kevin J. Jordan (EE # 135833) in the amount of \$1,667.03 for work performed pursuant to a temporary promotion that was in effect for the period of March 12, 2021 through June 30, 2021. Effective upon Governor and Council approval. Funding source: 100% Transfers from Other Agencies.

01-14-14-141510-29510000- Dept. of Safety/ DMV Facility

Class/Account	Class Title	Amount
010-500100	Personal Service Perm	\$1,394.08
060-500601	FICA (Perm)	\$86.43
060-500604	Employee's Retirement (Perm)	\$166.31
060-500631	Medicare (Perm)	\$20.21
	TOTAL	\$1,667.03

EXPLANATION

Pursuant to DAS Division of Personnel Administrative Rules, Per 901.09 (b), "[a] full time employee who is temporarily promoted shall be compensated upon assignment of the higher level duties at the salary level established for the class pursuant to Per 901.08(a)". From March 12, 2021 through November 18, 2021, Kevin Jordan was temporarily promoted from Grounds Supervisor to Assistant Superintendent of Grounds when the latter position became temporarily vacant. However, during and because of a period of staff turnover in the DAS HR office, Mr. Jordan did not receive an increase in his pay to compensate him for performing the duties of the Assistant Superintendent of Grounds position.

When the oversight was discovered, the DAS Payroll and Human Resources offices worked with the Division of Personnel to correct Mr. Jordan's employment record. DAS adjusted Mr. Jordan's pay for those pay periods that occurred in the current fiscal year, State Fiscal Year 2022, from July 1, 2021 - November 18, 2021.

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However, in order to make Mr. Jordan whole for the temporary increase in compensation that he should have received in State Fiscal Year 2021 between March 12, 2021 through June 30, 2021 for work performed as Assistant Superintendent of Grounds, DAS requires the **retroactive** approval of the Governor and Executive Council to pay Mr. Jordan \$1,667.03.

For the aforementioned reasons, requests approval of this item.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner