



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
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Charles M. Arlinghaus
Commissioner

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Deputy Commissioner

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Assistant Commissioner

September 12, 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 Jean M. Disoloka (EE #134791) in the amount of \$1,533.59 for work performed on second shift from the period of June 19, 2020 through July 28, 2022. Effective upon Governor and Council approval. Funding source: 100% Transfer from Other Agencies

01-14-14-141510-20420000-500109 Division of Plant & Property

Class/Account	Class Title	Amount
010-500109	Personal Service (Temporary)	\$1474.60
060-500611	FICA (Temporary)	\$44.24
060-500632	Medicare Coverage (Temporary)	\$14.75
	TOTAL	\$1,533.59

EXPLANATION

Pursuant to the Collective Bargaining Agreement (CBA) for the State Employees' Association of New Hampshire, Inc., CBA 19.12 "Shift differential is additional compensation intended to recognize time worked outside of day shifts and on weekends." Per CBA 19.12.2. "Second shift: work commencing any time at/or after 2:00 p.m. or before 7:00 p.m. - increase of 60 cents/hour over base pay." Due to a clerical error, Ms. Disoloka was entered into the payroll system as a first shift employee when, in fact, she is a second shift employee. From June 19, 2020 through July 28, 2022, Ms. Disoloka did not receive the shift differential of \$0.60 per hour owed to her to compensate her for performing the duties assigned while working her normal schedule on second shift.

When the oversight was discovered, the DAS Payroll and Human Resources offices worked with the Division of Personnel to correct Ms. Disoloka's employment record. However, in order to make the employee whole for the shift differential compensation that she should have received June 19, 2020 through July 28, 2022, DAS requires the **retroactive** approval of the Governor and Executive Council to pay Ms. Disoloka the sum of \$1,533.59.

