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State of New Hampshire

DEPARTMENT OF SAFETY
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RICHARD C. BAILEY, JR.
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ROBERT L. QUINN
COMMISSIONER

November 21, 2022

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

REQUESTED ACTION

Authorize the Department of Safety, Division of Administration to retroactively pay Small Tool Rental Reimbursements in the amount of \$2,000.00 to Division of Emergency Services and Communications employees, effective upon Governor and Council approval. 100% Agency Income.

02-23-23-236510-40010000 – Dept. of Safety – DESC – Communications Section
020-500200 Supplies

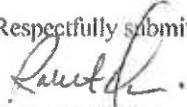
SFY 2023
\$2,000.00

EXPLANATION

This request is retroactive due to an unanticipated change in personnel, during which time Division of Emergency Services and Communications employees Peter Boulton and Michael Cadorette did not received the Small Tool Rental Reimbursement payments in accordance with the Department of Safety Small Tool Rental Reimbursement policy. The missed payments were brought to the attention of the Human Resources Management Bureau and it was determined that the employee was eligible for quarterly \$100 rental reimbursement payments since April 01, 2020. The Bureau began processing this payment immediately upon the discovery that the rental reimbursement was owed to the employee.

The Human Recourses Management Bureau has fully trained current payroll staff on the processing of quarterly Small Tool Rental Reimbursements and will confirm that a Small Tool Allowance Agreement is on file from eligible employees no later than May 1 each year to ensure that eligible employees are paid timely and any discrepancies are resolved before fiscal year end.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety

FISCAL_YEAR	EMPLOYEE	LAST NAME	FIRST NAME	MI	EVENT DATE	PAYCODE	PAY_CODE_DESC	PAY AMOUNT
2021	135134	BOULTON	PETER	C	7/1/2020	617	TOOL ALLOWANCE	\$ 100.00
2021	135134	BOULTON	PETER	C	10/1/2020	617	TOOL ALLOWANCE	\$ 100.00
2021	135134	BOULTON	PETER	C	1/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2021	135134	BOULTON	PETER	C	4/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2022	135134	BOULTON	PETER	C	7/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2022	135134	BOULTON	PETER	C	10/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2022	135134	BOULTON	PETER	C	1/1/2022	617	TOOL ALLOWANCE	\$ 100.00
2022	135134	BOULTON	PETER	C	4/1/2022	617	TOOL ALLOWANCE	\$ 100.00
2023	135134	BOULTON	PETER	C	7/1/2022	617	TOOL ALLOWANCE	\$ 100.00
2023	135134	BOULTON	PETER	C	10/1/2022	617	TOOL ALLOWANCE	\$ 100.00
								\$ 1,000.00

FISCAL_YEAR	EMPLOYEE	LAST NAME	FIRST NAME	MI	EVENT DATE	PAYCODE	PAY_CODE_DESC	PAY AMOUNT
2021	136267	CADORETTE	MICHAEL	J	7/1/2020	617	TOOL ALLOWANCE	\$ 100.00
2021	136268	CADORETTE	MICHAEL	J	10/1/2020	617	TOOL ALLOWANCE	\$ 100.00
2021	136269	CADORETTE	MICHAEL	J	1/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2021	136270	CADORETTE	MICHAEL	J	4/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2022	136271	CADORETTE	MICHAEL	J	7/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2022	136272	CADORETTE	MICHAEL	J	10/1/2021	617	TOOL ALLOWANCE	\$ 100.00
2022	136273	CADORETTE	MICHAEL	J	1/1/2022	617	TOOL ALLOWANCE	\$ 100.00
2022	136274	CADORETTE	MICHAEL	J	4/1/2022	617	TOOL ALLOWANCE	\$ 100.00
2023	136275	CADORETTE	MICHAEL	J	7/1/2022	617	TOOL ALLOWANCE	\$ 100.00
2023	136276	CADORETTE	MICHAEL	J	10/1/2022	617	TOOL ALLOWANCE	\$ 100.00
								\$ 1,000.00

SMALL TOOL RENTAL REIMBURSEMENT POLICY

POLICY NUMBER: PAYROLL-008

RESPONSIBLE OFFICE: BUSINESS OFFICE – PAYROLL SECTION

EFFECTIVE DATE: APRIL 1, 2016

POLICY STATEMENT: This policy addresses the small tool rental agreement with department mechanics of the automotive garage, communications technicians of the communications maintenance section and mechanics of the marine patrol.

PURPOSE: To ensure the accurate payment of small tool rental agreement is paid to the correct employees and amount due to the employees.

DEFINITIONS:

Agreement: Small Tool Rental Agreement to be sent to Employees by June 15th are signed and dated by the employee and are due back to the Payroll Department by July 1st of every year.

Rental Fee: Shall be paid to the Employee quarterly of the fiscal year a rental fee of \$100.00 quarterly (\$400.00 per fiscal year) for the tools. These payments will be paid in your first paycheck of the applicable quarters (July 1st, October 1st, January 1st, and April 1st).

PROCEDURE:

These payments are entered by the Payroll Department and are considered taxable income. The “Small Tool Rental Agreement” must be signed and received by the Payroll Department before payments are made.

ATTACHMENTS:

Small Tool Rental Agreement

DEPARTMENT OF SAFETY
SMALL TOOL RENTAL AGREEMENT

Pursuant to Section 42.1 of the Collective Bargaining Agreement between the State Employees Association and the Department of Safety (called "Employer") and _____ (called "Employee") enter into this tool rental agreement as follows:

1. For mechanic's work in the service of the Employer, Employee shall furnish all tools whose normal operational capacity is less than one inch.
2. Employer shall furnish larger tools as required.
3. Employee shall retain ownership and responsibility for tools specified in Paragraph 1.
4. Employee shall use ordinary and reasonable care in the use, storage, and maintenance of tools specified in Paragraph 2.
5. Employer shall pay to the Employee quarterly of the fiscal year a rental fee of \$100.00 quarterly for the tools specified in Paragraph 1, subject to pro-rate schedule in Paragraph 6. These payments will be paid in your first paycheck of the applicable quarters (July 1st, October 1st, January 1st, and April 1st).
6. The rental fee specified in Paragraph 5 shall be reduced by the amount of \$7.70 for any week of the quarter in which the employee is not actively employed in mechanic's work for the benefit of the Employer.
7. This tool rental agreement shall remain in effect until either:
 - a. Employee terminates his employment with Employer; or
 - b. Either party informs the other in writing that the agreement is cancelled.

The parties agree to be bound by this agreement as of _____.

Employee's Signature

Employee I.D.

Date

Duly authorized agent of the Employer

Date

If you have any questions, please contact Payroll at 223-8000 option 1 or email to payroll@dos.nh.gov. Thank you.

EFFECTIVE DATE: _____

APPROVED BY: _____

DATE: _____

STEVEN R. LAVOIE

DIRECTOR OF ADMINISTRATION