



STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES

OFFICE OF THE COMMISSIONER

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February 23, 2023

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

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources (Department) to make a **Retroactive** one-time payment totaling \$3,090.07 to Rory Duffy, Grounds Supervisor, for compensation of wages which were not paid in State Fiscal Years 2021 through 2022. Associated benefits totaling \$685.51 have also been included for a total payment of \$3,775.58. 100% Private Local Funds.

Funds are available in FY 2023 as follows:

03-035-035-351010-53000000 Stone Estate Trust Funds

**Class 10- Full Time Salaries**

03-35-351010-53000000-010-500100	Salary	\$ 3,090.07
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**Class 60 – Benefits**

03-35-351010-53000000-060-500601	FICA Permanent	\$ 191.62
03-35-351010-53000000-060-500604	Retirement	449.08
03-35-351010-53000000-060-500631	Medicare Coverage Permanent	<u>44.81</u>
	<i>Benefits:</i>	\$ 685.51

**TOTAL: \$ 3,775.58**

**EXPLANATION**

This request is **Retroactive** because this employee's evaluation was not conducted as it was inadvertently missed resulting in his increment being missed as well. In reviewing our increment report the error was captured. Process improvements have been established to assist supervisors and bureau administrators to monitor and ensure timely reviews.

This request seeks to allow the Department to make whole, through the payment of owed back wages, this employee whose evaluation and increment were missed as a result of his missed evaluation.

Respectfully submitted,

Sarah L. Stewart  
Commissioner