FEB28'23 AM 8:35 RCVD

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 $4,550.81 to Kimberly Silver, Accountant III, for compensation of wages which were not paid in State Fiscal Years 2021 through 2022. Associated benefits totaling $1,011.64 have also been included for a total payment of $5,562.45. 100% General Fund.

Funds are available in FY 2023 as follows:

03-035-035-350010-34000000 Commissioners Office

Class 10- Full Time Salaries		
03-35-350010-34000000-010-500100	Salary	$ 4,550.81
Class 60 – Benefits		
03-35-350010-34000000-060-500601	FICA Permanent	$ 282.15
03-35-350010-34000000-060-500604	Retirement	661.23
03-35-350010-34000000-060-500631	Medicare Coverage Permanent	68.26
	Benefits:	$ 1011.64
	TOTAL:	**$ 5,562.45**

EXPLANATION

This request is **Retroactive** because this employee's evaluation was not conducted as it was inadvertently missed resulting in her 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 her missed evaluation.

Respectfully submitted,

Sarah Stewart

Sarah L. Stewart
Commissioner