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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Concord, New Hampshire 03301
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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

May 17, 2023

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 Herney Londono Arango (EE #78871) in the amount of \$1,031.92 for work performed at the incorrect hourly rate from the period of May 6, 2021, through June 30, 2021. Effective upon Governor and Council approval. Funding source: 97% Transfer from Other Agencies, 3% Intra Agency Transfers.

01-14-14-141510-20450000 Division of Plant & Property

Class/Account	Class Title	Total
010-500100	Personal Service Perm	\$844.59
060-500601	FICA (Perm)	\$52.79
060-500604	Employee's Retirement (Perm)	\$122.72
060-500631	Medicare (Perm)	\$11.82
	TOTAL	\$1,031.92

EXPLANATION

Pursuant to Division of Personnel Rule 901.03 (b) Salary Increments, "The effective date of a salary increment for any full-time employee shall be the anniversary date of entrance or re-entrance into state classified service." Mr. Londono Arango was due for an increment on May 6, 2021 to advance to the next step. His increment date of May 6, 2021 was missed therefore, his rate of pay was not correct from May 6, 2021 through June 30, 2021.

When the oversight was discovered, the DAS Payroll and Human Resources offices worked with the Division of Personnel to correct Mr. Londono Arango's employment record. However, in order to make the employee whole for the missed increment that he should have received on May 6, 2021, DAS requires the **retroactive** approval of the Governor and Executive Council to pay Mr. Londono Arango the sum of \$1,031.92.

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and the Honorable Council
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For the aforementioned reasons, requests approval of this item.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Charles M. Arlinghaus". The signature is fluid and cursive, with the first name "Charles" being more prominent than the last name "Arlinghaus".

Charles M. Arlinghaus
Commissioner