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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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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 Ronald R. White (EE #138074) in the amount of \$1,937.18 for work performed on second shift from the period of May 10, 2019 through June 30, 2022. Effective upon Governor and Council approval. **Funding source: 66% General Funds, 19% Interagency Transfers, 15% Intra Agency Transfers**

01-14-14-141510-29500000 Division of Plant & Property

Class/Account	Class Title	Total
050-500109	Personal Service (Temporary)	\$1,799.51
060-500611	FICA (Temporary)	\$111.57
060-500632	Medicare Coverage (Temporary)	\$26.10
	TOTAL	\$1,937.18

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, Mr. White was entered into the payroll system as a first shift employee when, in fact, he is a second shift employee. From May 10, 2019, through June 30, 2022, Mr. White did not receive the shift differential of \$0.60 per hour owed to him to compensate him for performing the duties assigned while working his 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 Mr. White's employment record. However, in order to make the employee whole for the shift differential compensation that he should have received May 10, 2019, through June 30, 2022, DAS requires the **retroactive** approval of the Governor and Executive Council to pay Mr. White the sum of \$1,937.18.

For the aforementioned reasons, requests approval of this item.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Charles M. Arlinghaus', written in a cursive style.

Charles M. Arlinghaus
Commissioner