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State of New Hampshire

DEPARTMENT OF SAFETY
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June 6, 2023

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

REQUESTED ACTION

Authorize the Department of Safety (DOS), Division of Administration, to make a one-time **retroactive** payment to State Police Trooper Bryan L. Taylor (EE #137277) in the amount of $6,340.90 for work performed at an incorrect hourly rate from the period of January 3, 2022, through April 20, 2023. Effective upon Governor and Council approval. 41% Highway Funds, 34% General Funds 25% Turnpike Funds.

02-23-23-234015-40030000 – Dept. of Safety – Div. of State Police – Traffic Bureau

Class/Account	Class Title	Total
010-500100	Personal Service Penn	$5,128.09
060-500601	FICA (Penn)	$547.15
060-500604	Employee's Retirement (Penn)	$592.29
060-500631	Medicare (Penn)	$73.37
	TOTAL	**$6,340.90**

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."* Trooper Bryan Taylor was due for increments on December 7, 2021 and December 7, 2022 to advance to the next steps. His increment dates of December 7, 2021 and December 7, 2022 were not entered into the payroll system causing an incorrect of pay from January 3, 2022 through April 20,2023.

Trooper Taylor was on Military Leave when his increments of December 7, 2021 and December 7, 2022 were due. The Human Resources office was not informed that Trooper Taylor had returned from Military Leave so his increments were not processed. When the oversight was discovered, the DOS Human Resources together with the Division of Personnel corrected Trooper Bryan Taylor's employment record. However, in order to make the employee whole for the missed salary increments which he should have received on December 7, 2021 and December 7, 2022, DOS requires the **retroactive** approval of the Governor and Executive Council to pay Trooper Bryan Taylor the sum of $6,340.90. So that this does not happen again the DOS Human Resources office has recreated the Military Leave process to avoid missing these increments by running audits and reports.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety