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State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

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 Fire Safety Employee Anthony Booth (EE #133805) in the amount of $4,165.56 for work performed at an incorrect hourly rate from the period of May 19, 2022, through April 20, 2023. Effective upon Governor and Council approval. 100% Revolving Funds.

02-23-23-238010-66310000 – Dept. of Safety – Div. of Fire Safety – Fire Safety Administration

Class/Account	Class Title	Total
010-500100	Personal Service Perm	$3,556.60
060-500601	FICA (Penn)	$139.62
060-500604	Employee's Retirement (Penn)	$419.68
060-500631	Medicare (Penn)	$49.66
	TOTAL	**$4,165.56**

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. Anthony Booth's salary increment date of May 19, 2022 advancing him to the next step was not entered into the Payroll system, causing an incorrect rate of pay from May 19, 2022 through April 20,2023.

Mr. Booth was promoted on May 6, 2022 and due to the timing of the Department of Personnel approving his promotion, his increment was dropped from the system. The DOS Human Resources office has updated the auditing process for increments to prevent future errors. When the oversight was discovered, the DOS Human Resources together with the Division of Personnel immediately corrected Mr. Anthony Booth's employment record and DOS is requesting **retroactive** approval of the Governor and Executive Council to pay Mr. Anthony Booth the sum of $4,165.56 for the period of May 19, 2022 through April 20, 2023.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety