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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER
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August 4, 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 \$1,879.29 to Ms. Susan Nagle, Park Attendant III, to compensate for wages that were not paid in State Fiscal Years 2022 through 2023. Associated benefits totaling \$417.77 have also been included for a total payment of \$2,297.06, effective upon Governor and Council approval. 100% Agency Income.

Funds are available in FY 2024 as follows:

03-035-035-351510-37040000 Cannon Retail and Concession

Class 59- Full Time Temp Salaries

03-35-351510-37040000-059-500117 Salary \$ 1,879.29

Class 60 – Benefits

03-35-351510-37040000-060-500601 FICA Permanent \$ 116.52

03-35-351510-37040000-060-500604 Retirement 273.06

03-35-351510-37040000-060-500631 Medicare Coverage Permanent 28.19

Benefits: \$ 417.77

TOTAL: \$ 2,297.06

EXPLANATION

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

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Sarah L. Stewart
Commissioner