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State of New Hampshire

DEPARTMENT OF SAFETY
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September 14, 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 State Police, to make a one-time **retroactive** payment to Timothy Pinkham, Marine Patrol Officer, in the amount of $1,402.14 for work performed at an incorrect hourly rate from the period of May 19, 2023, through August 10, 2023. Effective upon Governor and Council approval. 100% Federal Funds.

Funding is available in the SFY2024 operating budget as follows:

02-23-23-234010-50460000 – Dept. of Safety – Div. of State Police – Recreational Boat Safety Grant

Class/Account	Class Title	Amount
010-500109	Personal Service Penn	$1,302.50
060-500601	FICA (Penn)	$80.75
060-500631	Medicare (Penn)	$18.89
	TOTAL	**$1,402.14**

EXPLANATION

This request is **retroactive** due to miscommunication between the Division and Human Resources.

Marine Patrol Officer Timothy Pinkham was hired December 17, 2021 as a Trainee. The Classification Specification for a Marine Patrol Officer I has a Special Requirement that states:

> *For promotion from Marine Patrol Officer Trainee, labor grade 15 to Marine Patrol Officer I, labor grade 17, employees must:*
>
> *a. Meet the minimum qualifications of Marine Patrol Officer I.*
>
> *b. Receive written recommendation for promotion from the Marine Patrol Captain or his/her designee indicating that the employee has successfully completed the Marine Patrol Field Training Program and has demonstrated the following:*
>
> *i. Knowledge of unit patrol procedures*
>
> *ii. Ability to adequately perform solo law enforcement patrol functions*
>
> *iii. Ability to successfully navigate assigned public bodies of water*

As of May 19, 2023, Timothy Pinkham met the requirements for promotion to a Marine Patrol Officer I, however the written recommendation from his supervisors was inadvertently overlooked. Human Resources received the information on July 31, 2023 and corrected the personnel history with the effective date of promotion. This request is to compensate the employee at the higher labor grade retroactively.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety