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New Hampshire
Department of Agriculture,
Markets & Food

Shawn N. Jasper, Commissioner

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October 25, 2024

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

REQUESTED ACTION

Authorize the Department of Agriculture, Markets and Food Services, Division of Regulatory Services, to make a **retroactive** one-time expenditure of \$1,915.01 from Fiscal Year 2025 appropriations consisting of a payment in the amount of \$1,573.43 to Allen Wyman, 11-9120 Natural Sciences Managers-1, for unpaid wages from a prior fiscal year and associated payroll benefits of \$341.58, effective upon Governor and Council approval. **100% Other Funds**

Funds are available in account Product Scale Testing Fund as follows:

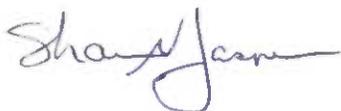
010-18-18-181510-26050000

<u>Class/Account</u>	<u>Class Title</u>	<u>Amount</u>
010-500100	Personal Service Perm	\$1,573.43
060-500601	FICA (Perm)	\$ 97.55
060-500604	Employees' Retirement (Perm)	\$ 217.92
060-500624	PFL Ins Benefit	\$ 3.30
060-500631	Medicare (Perm)	\$ 22.81
	Total	\$1,915.01

EXPLANATION

This payment is to compensate the employee for wages that were not paid in Fiscal Year 2024. This **retroactive** request arises from an oversight identified during a recent audit, which revealed that the employee, who reached the Max Step in the old classification system on November 5, 2021, was not properly advanced in their step upon the SOC transition. On January 26, 2024, the employee was mapped to the position of 11-9120 Natural Sciences Managers-1: SOC11/Step 10. Given their eligibility for advancement to Step 11 due to their tenure at Max Step, the failure to adjust their step appropriately resulted in a discrepancy in their compensation.

Respectfully submitted,



Shawn N. Jasper
Commissioner