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State of New Hampshire
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

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October 29, 2024

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 \$1,278.95 to Carolinda Andersen, 13-2090 Miscellaneous Financial Specialists-6, for compensation of wages which were not paid in State Fiscal Year 2024 and associated benefits totaling \$274.97, for a total payment of \$1,553.92, effective upon Governor and Council approval. 100% General Funds.

Funds are available in FY 2025 in account Administration as follows:

Class 10- Full Time Salaries

03-35-350010-34000000-010-500100 Person Services Perm Clas \$ 1,278.95

Class 60 – Benefits

03-35-350010-34000000-060-500601	FICA Permanent	\$ 79.29
03-35-350010-34000000-060-500604	Retirement Perm	\$ 177.13
03-35-350010-34000000-060-500631	Medicare Coverage Permanent	\$ 18.55
	<i>Benefits:</i>	\$ 274.97

TOTAL: \$ 1,553.92

EXPLANATION

This request is **Retroactive** because this employee's evaluation was not conducted due to a misunderstanding of the impact of the new pay schedule that reduced by one year, the time between steps for eligibility of a pay increment.

Process improvements have been established to assist supervisors and bureau administrators to conduct an immediate review of the impact the new pay schedule may have on current staff and how it has in some cases, expedited staff pay increment eligibility. We will continue to monitor and ensure timely reviews on this basis going forward.

This request seeks to allow the Department to make whole, through the payment of owed back wages, this employee whose increment was missed for the reason as explained.

Respectfully submitted,

(SM)

Sarah Stewart
Sarah L. Stewart
Commissioner