



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

November 19, 2012

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Facilities and Asset Management to make a one-time retro-active payment from State Fiscal Year 2013 funds to Markus Scandalis, full time Building Services Supervisor in the amount of \$2,175.66. This payment is to compensate the employee for wages that should have been paid during State Fiscal Year 2011 and 2012. The funds to be paid will be **100% other funds (Rental Income)**.

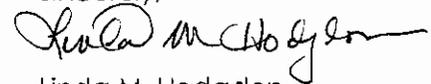
Funds are available in the following account:

01-14-14-141510-20420000 – BUREAU OF FACILITIES AND ASSET MANAGEMENT

Class/ Object	Class Title	Job Number	Amount
010-500100	Personal Services-Perm Class		\$1,848
060-500601	FICA (Permanent)		\$114.58
060-500631	Medicare Coverage (Permanent)		\$26.80
060-500604	Retirement		186.28
	TOTAL		\$2,175.66

EXPLANATION

This request is retroactive because the administrative error was not discovered until September 2012. The Business Office has instituted a process to minimize the reoccurrence of related errors. Within the parameters set forth in Article XIX of the 2011 – 2012 Collective Bargaining Agreement between the State Employee Association and the State of New Hampshire, employees who work a shift commencing any time at/or after 2:00 p.m. or before 7:00 p.m. shall have their base hourly rate increased by 60 cents per hour. Mr. Scandalis works during the hours of 4 p.m. to 12:30 a.m. and did not receive payment for shift differential for the period of December 1, 2010 through September 20, 2012. A payment of \$2,275.20 should have been made including hours worked in Fiscal Years 2011 and 2012 and is based on a total of 3,144 hours over the course of the aforementioned Fiscal Years.

Sincerely,

Linda M. Hodgdon
Commissioner