



# STATE OF NEW HAMPSHIRE

## Executive Council

STATE HOUSE ROOM 207

CONCORD, NEW HAMPSHIRE 03301

(603) 271-3632 FAX: 271-3633



Handwritten initials

27A

December 15, 2023

His Excellency, Governor Christopher T. Sununu  
State House  
Concord, NH 03301

### REQUESTED ACTION

1. In accordance with RSA 94:3 (Yearly Service Increases), we respectfully request approval of an annual salary step increase for Meagan Rose, position (#9U374), Executive Assistant in the Executive Council Office, from Labor Grade AA, Step 3 (Salary \$70,557) to Labor Grade AA, Step 6 (Salary \$82,740) **retroactive** to October 5, 2023, effective upon Governor approval. 100% General Funds.
2. Contingent upon approval of requested action #1, authorize the payment of retroactive pay and benefits in the amount of \$15,694.71, effective upon Governor approval. 100% General Funds.

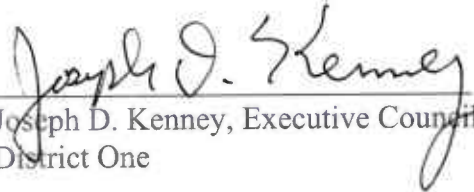
### EXPLANATION

Meagan Rose was originally appointed to the position of Executive Assistant in the Office of the Executive Council effective October 5, 2018, and is eligible for a yearly service increase as described in RSA 94:3. Due to oversight, when eligible for step increases 4, 5, and 6 annually over the last few years, these step increase request actions were not pursued. Approval of this item will place Meagan at step 6 for which she is currently eligible.

The calculated retroactive pay and associated employer FICA and Medicare tax amounts owed for step increase from 3 to 4 eligible on October 5, 2021, step increase from 4 to 5 eligible on October 5, 2022, and step increase from 5 to 6 eligible on October 5, 2023, is \$15,694.71. Approval of this request will make Meagan whole for the step increases she was eligible for and did not pursue at the time.

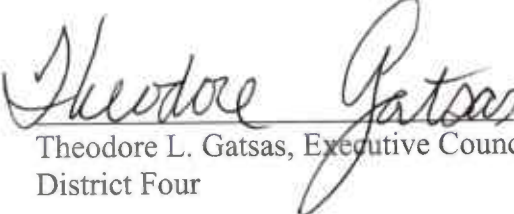
Retroactive Pay Cost	\$14,579.39
Employer FICA Cost	\$903.92
Employer Medicare Cost	<u>\$211.40</u>
	<u>\$15,694.71</u>

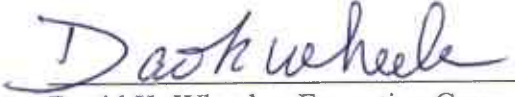
Respectfully submitted,

  
Joseph D. Kenney, Executive Councilor  
District One

  
Cinde Warrington, Executive Councilor  
District Two

  
Janet Stevens, Executive Councilor  
District Three

  
Theodore L. Gatsas, Executive Councilor  
District Four

  
David K. Wheeler, Executive Councilor  
District 5