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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Concord, New Hampshire 03301

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August 25, 2020

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

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS) to accept and expend the transfer of funds of \$5,000 from the New Hampshire Department of Labor (DOL) for the purpose of supporting one full-time DOL employee to be housed at the DAS Division of Personnel (DOP) Office. DOP will provide services as outlined in an inter-agency Memorandum of Understanding (MOU) to train the DOL employee and provide a full range of human resource management (HR) support services. Effective upon Governor and Council approval through June 30, 2021 **100% Transfer from Other Agency.**

Funding is available in the SYF 2021 operating budget and contingent upon the availability and continued appropriations in SFY 2021 as follows:

02-26-26-260010-60000000 Department of Labor – Adm Support

049 – 584914 Transfer to Other State Agencies	<u>FY 21</u>
	\$5,000

Funds received by DAS will be budgeted as follows: 01-14-14-141001-10440000 Department of Administrative Services, Division of Personnel.

CLASS	DESCRIPTION	FY21 CURRENT AUTHORIZED	REQUESTED ACTION	FY21 TOTAL ADJ AUTHOR
UUU-000010	General Fund	\$ 1,790,457	\$ -	\$ 1,790,457
001- 484977	Transfers from Other Agency	\$ 33,044		\$ 38,044

CLASS	DESCRIPTION	FY21 CURRENT AUTHORIZED	REQUESTED ACTION	FY21 TOTAL ADJ AUTHOR
001- 484926	Transfers from Other Agency		\$ 5,000	
009-407017	Agency Income	\$ 307,290	\$ -	\$ 307,290
	Total Income	\$ 2,130,791	\$ 5,000	\$ 2,135,791
010-500100	Personal Services	\$ 1,015,995	\$ -	\$ 1,015,995
011-500126	Unclassified Personal Serv	\$ 89,844	\$ -	\$ 89,844
018- 500106	Overtime	\$ 4,950		\$ 4,950
020-500200	Current Expenses	\$ 12,115	\$ 500	\$ 12,615
022-599022	Rents-Leases Other than State	\$ 202,000	\$ 4,500	\$ 206,500
026-500251	Membership Fees	\$ 5,500	\$ -	\$ 5,500
030-500175	Equipment	\$ 1,200	\$ -	\$ 1,200
039-500180	Telecommunications	\$ 10,933	\$ -	\$ 10,933
050-500109	Personal Serv-Temp	\$ 125,292	\$ -	\$ 125,292
059-500117	Temp Full Time	\$ 58,676	\$ -	\$ 58,676
060-500601	Benefits	\$ 602,656	\$ -	\$ 602,656
070-500704	In-State Travel	\$ 1,130	\$ -	\$ 1,130
080-500710	Out of State Travel	\$ 500	\$ -	\$ 500
	Total Expenditures	\$ 2,130,791	\$ 5,000	\$ 2,135,791

EXPLANATION

The MOU between the DAS and the DOL, which is attached for reference, authorizes the DAS Division of Personnel (DOP) to provide human resources (HR) management support services to the DOL. This MOU builds on the DOP's plan for modernizing the State's personnel management practices. The goals of this plan include, among other activities, developing statewide policies and standard operating procedures to standardize HR practices statewide ensuring legal compliance and enhancing customer service to agencies and employees. This work includes adjusting DOP and agency HR roles. For larger agencies that have numerous HR staff, DOP has been increasingly training and then delegating HR processes and functions previously performed centrally at DOP. The delegation of certain HR functions to these larger agencies expedites HR processing to better meet agency business needs. DOP measures compliance of delegated functions through backend audits and then retrains as necessary. Smaller agencies, however, require an entirely different level of support from DOP to ensure that they receive the top-notch HR services critical to achieving their missions.

One component of DOP's plan is to enhance the support of HR functions in smaller agencies that often have one, or even less than one, full-time equivalent staff person dedicated to fulfill all of the agency's HR needs. Under this plan, DOP will work with smaller agencies to incrementally move HR staff into a combined unit, virtually and/or physically, where they will work under the guidance of experienced and seasoned DOP staff. Together, DOP and agency staff will work to provide enhanced HR services to the agency ensuring agency and employee needs are met and elevating overall HR legal compliance.

Under this MOU, a DOL HR Technician will join a new staff team, called a Human Resource Support Unit (HRSU), established and located at DOP consisting of agency HR staff who work directly

with DOP staff to serve a group of agencies. Staff within an HRSU will work under the direction of seasoned DOP staff to provide human resources support for DOL's management and employees. This arrangement will provide for more timely, comprehensive, and accurate HR support than can be provided by a single HR staff located within DOL.

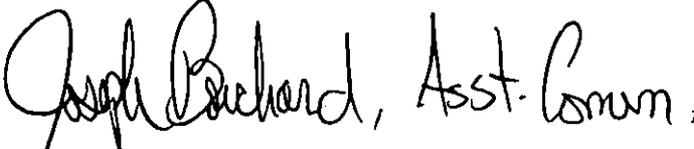
The HRSU will provide a full array of HR support services to the DOL including but not limited to: preparation of employee and position transactions; preparation of job reclassification materials; revisions to supplemental job descriptions; posting of open positions; other recruitment functions and supports; oversight of employee reviews and increments; assistance with disciplinary issues and actions; support of employees including extended leaves of absence; and staffing analysis in support of the agency's strategic objectives. Overtime, DOP expects other smaller agencies to become part of the HRSU model.

DOP and DOL, as well as future participating agencies, will jointly evaluate the HRSU service provided to DOL. Based on that evaluation, DOP will work with the agency to address any HRSU performance and service delivery issues.

During SFY 2021, DOL will continue to pay the salary and benefits of the HR Technician. The MOU requires DOL to pay \$500 per month, or \$5,000 for the remainder of the fiscal year, to DOP to support the cost of office space, office supplies, printing, and supervision. In the future, DOL and DAS will explore moving the funding for this position to the DAS budget.

The Department of Administrative Services requests approval of this request.

Respectfully submitted,


for Charles M. Arlinghaus, Commissioner
Department of Administrative Services

MEMORADUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Labor (DOL) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of all necessary human resource support services for the DOL by staff within the DAS Division of Personnel. In exchange for such services, DOL will support one full-time human resources position, a Human Resource Technician, labor grade 17, to serve as part of a Human Resources Support Unit (HRSU) under the direction of the Division of Personnel, and pay \$5,000 per year to DAS for space, supervision, and miscellaneous expenses.

B. STAFF AND SUPERVISION

DAS and DOL will be jointly responsible for hiring an employee to fill the Human Resources Technician position that will join the HRSU. If the position is filled at the execution of this MOU, the current employee will retain the position and their work location changed to the location of the applicable HRSU serving DOL (currently located at DOP's offices).

The Human Resources Technician position supported by DOL will be a member of the HRSU's staff and will function under the direction of DOP personnel. Division of Personnel staff will have responsibility to assign and approve work tasks, approve leave requests, assign training, and approve timesheets for the HRSU dedicated DOL-position.

DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to DOL, and other agencies served by the HRSU.

C. SCOPE OF WORK

Human resource support requests from the Department of Labor shall be coordinated through a single designated liaison position within DOL, who will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. DOL will receive HR support services from several staff persons who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist.

Human resource support services provided by HRSU staff shall include, but not be limited to, the following:

- Preparation of employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements, and submit for approval;
- Research to resolve system errors and problems to ensure proper processing of transactions affecting employment status of employees;
- Preparation of job reclassification materials and coordinate their review with the DOP's Classification Section;
- Revision of supplemental job descriptions, posting of open positions, and conducting other recruitment functions, including coordination with DOL Business Office and DAS Budget Office as needed;

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- Oversight of employee reviews and increments for DOL staff;
- Support for employees in understanding human resource rules and benefits, including extended leaves of absence; and
- Staffing and performance analysis in support of the agency's strategic objectives.

D. PAYMENT FOR SERVICES

DOL agrees to provide computer and telephone equipment, and to pay for the salary, benefits, DOIT service costs, and telecommunication line costs for the Human Resources Technician (LG 17) position assigned to the HRSU. DAS will provide any additional computer program licenses and access that is necessary.

DAS will provide office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision. DOL will pay \$500 per month for the support provided by the DAS in addition to the cost of supporting the Human Resources Technician (LG 17) position.

DOP and HRSU staff will track time worked on tasks and projects specific to DOL.

E. EVALUATION AND QUALITY ASSURANCE

HRSU staff, including the position supported by DOL, will be evaluated by their DOP supervisor. Input will be solicited from other DOP personnel as well as from those agencies served by the HRSU. If the DOL-supported HRSU employee does not perform satisfactorily, DOL and DAS will coordinate in taking any disciplinary action, including termination, as needed.

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to the DOL. If the DOL determines that services provided are not satisfactory, the DOL liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, DOL will raise the concern with DOP senior management (Director or Deputy Director). DOP will take appropriate action to address DOL's concern(s).

F. MISCELLANEOUS

The entire understanding between the parties is compiled in the Agreement. Neither party may further modify or amend the terms of this Agreement except by written agreement signed by both parties.

Neither this agreement, nor any rights, duties, nor obligations described herein, shall be assigned by either party without the prior written consent of the other party. The agreement shall be construed under the laws of the state of New Hampshire.

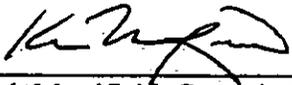
G. DURATION

This Agreement is effective upon approval by the Joint Legislative Fiscal Committee and Governor and Council, and shall continue until June 30, 2021, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this agreement with 45 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, the DOL Human Resources Technician (LG 17) position will be relocated to the DOL office under the supervision of a DOL staff person. In addition, DOL will no longer be obligated to pay the \$500 per month beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES



Kenneth Merrifield, Commissioner
Dept of Labor

9/3/2020

Date

for 

Charles M. Arlinghaus, Commissioner
Dept of Administrative Services

9/9/20

Date

Approved by the Attorney General this _____ day of _____, 2020, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Signature

Printed Name and Title

H. TERMINATION

Either party can terminate this agreement with 45 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of the agreement, the DOL Human Resources Technician (LG 17) position will be relocated to the DOL office under the supervision of a DOL staff person. In addition, DOL will no longer be obligated to pay the \$500 per month beginning the month immediately following the effective date of the termination of this agreement.

I. SIGNATORIES

 9/3/2020
Kenneth Merrifield, Commissioner Date
Dept of Labor

 Asst. Comm. 9/9/20
for Charles M. Arlinghaus, Commissioner Date
Dept of Administrative Services

Approved by the Attorney General this 9th day of September, 2020, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL
Takhmina Rakhmatova
Signature
Takhmina Rakhmatova, Attorney
Printed Name and Title