



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

259 *mc*

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

June 14, 2023

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

### **REQUESTED ACTION**

1.) Authorize the Department of Administrative Services (DAS) and the Department of Agriculture, Markets, and Food (DAMF) to enter in a Memorandum of Understanding, identifying certain human resource management services to be provided by the DAS Division of Personnel-Human Resources Support Unit in the amount not to exceed \$63,222. Effective upon Governor and Council approval for the period of July 1, 2023 through June 30, 2025. **100% Agency Income**

Funding is available in Fiscal Year 2024-2025 operating budget and contingent upon the availability and continued appropriations as follows:

02-18-18-181510-26050000 Product Scale - Testing Fund

|   |                     |                     |
|---|---------------------|---------------------|
|   | <b><u>FY 24</u></b> | <b><u>FY 25</u></b> |
| 049 - 584914 Transfer to Other State Agencies | \$30,996            | \$32,226            |

2.) Authorize the Department of Administrative Services (DAS) and the Department of Business and Economic Affairs (BEA) to enter in a Memorandum of Understanding, identifying certain human resource management services to be provided by the DAS Division of Personnel-Human Resources Support Unit, in the amount not to exceed \$11,050.50. Effective upon Governor and Council approval for the period of July 1, 2023 through September 30, 2023. **100% General Funds**

Funding is available in Fiscal Year 2024 operating budget and contingent upon the availability and continued appropriations as follows:

03-22-22-220010-20070000 Department of Business and Economic Affairs

|  |                     |
|--|---------------------|
|  | <b><u>FY 24</u></b> |
| 049- 584914 Transfer to Other State Agencies | \$11,050.50         |

3.) Authorize the Department of Administrative Services (DAS) and the Office of Professional Licensure and Certification (OPLC) to enter in a Memorandum of Understanding, identifying certain human resource management services to be provided by the DAS Division of Personnel-Human Resources Support Unit in the amount not to exceed \$20,000. Effective upon Governor and Council approval for the period of July 1, 2023 through June 30, 2025. **100% Agency Income**

Funding is available in Fiscal Year 2024-2025 operating budget and contingent upon the availability and continued appropriations as follows:

01-21-21-211010-24040000 Office of Professional Licensure and Certification - Adm Support

|   | <u>FY 24</u> | <u>FY 25</u> |
|---|--------------|--------------|
| 049 - 584914 Transfer to Other State Agencies | \$10,000     | \$10,000     |

4.) Authorize the Department of Administrative Services (DAS) and the New Hampshire Department of Treasury to enter in a Memorandum of Understanding, identifying certain human resource management services to be provided by the DAS Division of Personnel-Human Resources Support Unit, in exchange for continued support of a Human Resources Technician position, to be assigned to DAS, in the amount not to exceed \$32,382. Effective upon Governor and Council approval for the period of July 1, 2023, through June 30, 2025. **100% Agency Income**

Funding is available in Fiscal Year 2024-2025 operating budget and contingent upon the availability and continued appropriations as follows:

01-38-38-380510-80210000 Department of Treasury-Abandoned Property  
01-38-38-380510-10500000 Department of Treasury-Treasury Operation  
01-38-38-380510-10660000 Department of Treasury- Governor; s Scholarship  
01-38-38-380510-16630000 Department of Treasury-Investment and Debt Management

|   | <u>FY 24</u> | <u>FY 25</u> |
|---|--------------|--------------|
| 049 - 584914 Transfer to Other State Agencies | \$15,876     | \$16,506     |

5.) Authorize the Department of Administrative Services (DAS) and the New Hampshire Governor's Commission on Disability (GCD) to enter in a Memorandum of Understanding, identifying certain human resource management services to be provided by the DAS Division of Personnel-Human Resources Support Unit, in exchange for continued support of a Human Resources Technician position, to be assigned to DAS, in an amount not to exceed \$10,794. Effective upon Governor and Council approval for the period of July 1, 2023, through June 30, 2025. **62% General Funds, 26% Federal Funds and 12% Other Funds.**

Funding is available in Fiscal Year 2024-2025 operating budget and contingent upon the availability and continued appropriations as follows:

01-02-02-020510-10040000- Commission on Disability  
01-02-02-020510-10060000- Client Assistance Program

|   | <u>FY 24</u> | <u>FY 25</u> |
|---|--------------|--------------|
| 049 - 584914 Transfer to Other State Agencies | \$5,292      | \$5,502      |

6.) Authorize the Department of Administrative Services (DAS) and the New Hampshire Department of Energy (DOE), Public Utilities Commission (PUC), Office of Consumer Advocate (OCA). Site Evaluation Committee (SEC) to enter in a Memorandum of Understanding, identifying certain human resource management services to be provided by the DAS Division of Personnel-Human Resources Support Unit, in exchange for continued support of a Human Resources Technician position, to be assigned to DAS, in an amount not to exceed \$135,696. Effective upon Governor and Council approval for the period of July 1, 2023 through June 30, 2025. **100% Agency Income**

Funding is available in Fiscal Year 2024-2025 operating budget and contingent upon the availability and continued appropriations as follows:

02-52-52-521010-18910000 Department of Energy - Adm Support  
02-52-55-550010-18920000 Public Utilities Commission - Adm Support  
02-52-53-530010-18940000 Office of Consumer Advocate - Adm Support  
02-52-54-540010-18930000 Site Evaluation Committee - Adm Support

|   | <u>FY 24</u> | <u>FY 25</u> |
|---|--------------|--------------|
| 049 - 584914 Transfer to Other State Agencies | \$66,528     | \$69,168     |

7.) Authorize the Department of Administrative Services (DAS) and the New Hampshire Police Standards and Training (PST) to enter into a Memorandum of Understanding, identifying certain human resource management services to be provided by the DAS Division of Personnel-Human Resources Support Unit, in exchange for continued support of a Human Resources Technician position, to be assigned to DAS, in an amount not to exceed \$38,550. Effective upon Governor and Council approval for the period of July 1, 2023 through June 30, 2025. **100% General Funds**

Funding is available in Fiscal Year 2024-2025 operating budget and contingent upon the availability and continued appropriations as follows:

06-87-87-08700-89800000 Police, Standards and Training - Adm Support

|   | <u>FY 24</u> | <u>FY 25</u> |
|---|--------------|--------------|
| 049 - 584914 Transfer to Other State Agencies | \$18,900     | \$19,650     |

### EXPLANATION

The establishment of the HRSU is a component of the DOP's broader plan to modernize the State's personnel management practices. The goals of this plan include, among other activities, enhancing customer service to agencies and employees and developing statewide policies and standard operating procedures to standardize HR practices and ensure legal compliance statewide. This work includes adjusting DOP and agency HR roles to ensure that all agencies receive the top-notch HR services critical to achieving their missions.

Smaller agencies typically have one staff person, often doing HR work on a part-time basis, struggling to fulfill the agency's HR needs. Participating in the HRSU, which operates under the guidance of experienced and seasoned DOP staff, provides for more timely, comprehensive, and accurate HR support for these agencies,

For most agencies, the HRSU provides a full array of human resource and payroll services including, but not limited to:

- Advising on and entering position and employee transactions,
- Advising on position reclassification needs and processes.
- Overseeing employee reviews and increments.
- Assisting with disciplinary issues and actions,

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

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- Helping employees as needed, including with extended leaves of absence,
- Overseeing timecard submissions for payroll.
- Conducting staffing analysis in support of the agency's strategic objectives,

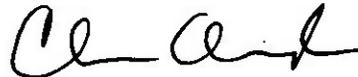
Each inter-agency HRSU MOU identifies the HR support services to be provided and specifies the fee for such services. Service fees are based on the number of full- and part-time employees in the agency (using a full-time equivalent (FTE) count where part-time employees are counted as 0.5 FTE and per- diem employees as 0.15 FTE). Some agencies have chosen to retain certain human resource functions or to continue to fund an existing staff person to be re-assigned to the HRSU in lieu of a direct payment. In these situations, the allocation of human resource and payroll responsibilities, and/or adjustment to the service fee, is specified in the inter-agency MOU. Further, as outlined in each MOU, DOP works with participating agencies to evaluate the HRSU service provided and address any HRSU performance and service delivery concerns,

The agencies included in this request engaged initially with the DOP in FY 2021 to pilot the new HRSU approach and now wish to continue their agreements through the coming biennium (SFYs 2024- 2025). During the next biennium, DOP will work with other smaller agencies to incrementally move their HR responsibilities to the HRSU, at the discretion of each agency,

Following Governor and Council approval of the four MOUs contained in this request, DAS will bring forward a separate request to establish a new accounting unit, a budget, and a new, temporary full- time position for the DAS-DOP HRSU.

The Department of Administrative Services requests approval of the seven inter-agency HRSU MOUs included in this request.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner Department of  
Administrative Services

# MEMORANDUM OF UNDERSTANDING

## A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Agriculture, Markets and Food (DAMF) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for DAMF by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel (DOP). In exchange for such services, DAMF will pay \$30,996 in FY 2024 and \$32,226 in FY 2025 to DAS.

## B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS' DOP will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting DAMF.

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

## C. SCOPE OF WORK

Human resource support requests from DAMF shall be coordinated through a single designated liaison position within DAMF. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

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

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage DAMF personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the DAMF Business Office and DAS Budget Office, as needed.

- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).
- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Respond to union inquiries.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

DAMF will approve and pay for any for-fee training for DAMF staff.

DOP and DAMF will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

#### **D. PAYMENT FOR SERVICES**

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

DAMF will pay \$7,749 per quarter in FY 2024 and \$8,056 per quarter in FY 2025 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

#### **E. EVALUATION AND QUALITY ASSURANCE**

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

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

**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.

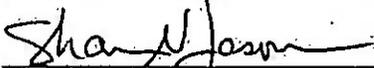
**G. DURATION**

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until June 30, 2025, 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, DAMF will resume responsibility for any and all required human resources management functions. In addition, DAMF will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

**I. SIGNATORIES**

  
\_\_\_\_\_  
Shawn N. Jasper, Commissioner  
Department of Agriculture, Markets and Foods

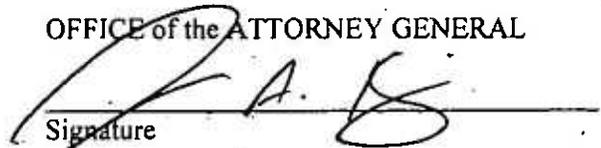
June 12, 2023  
Date

  
\_\_\_\_\_  
Charles M. Arlinghaus, Commissioner  
Department of Administrative Services

6/15/23  
Date

Approved by the Attorney General this 14 day of June, 2023, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

  
\_\_\_\_\_  
Signature

Jessica A. King Sr. Asst. Attorney General  
Printed Name and Title

# MEMORANDUM OF UNDERSTANDING

## A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Business and Economic Affairs (BEA) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for the BEA by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel (DOP). In exchange for such services, BEA will pay \$11,050.50 in FY 2024 QTR 1 to DAS.

## B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS' DOP will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting BEA.

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

## C. SCOPE OF WORK

Human resource support requests from BEA shall be coordinated through two designated liaison positions within BEA, one for the BEA Welcome Centers and another for all other sections of BEA. The liaisons will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include:

- Prepare and submit employee and position transactions (except for payout calculations) in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage BEA personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Provide backup support for timecard submission and payroll processing.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Assist, when needed, with certain recruitment functions, including revisions of supplemental job descriptions, certification of candidates, and submission to/coordination with the DAS Budget Office.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).

- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Respond to union inquiries.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

Under this agreement, BEA will continue to perform certain human resource functions:

- Prepare payouts for employee terminations and retirements.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Prepare and provide managerial review of employee evaluations.
- Prepare and enter job postings in NH FIRST and manage the application and hiring processes, except as noted above.
- Prepare higher-step waivers and offer letters.
- Approve and pay for any for-fee training for BEA staff.

DOP and BEA will work to resolve any issues regarding allocation of responsibilities between the agencies under this MOU; significant changes may require revision of this agreement.

#### **D. PAYMENT FOR SERVICES**

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

BEA will pay \$11,050.50 per quarter in FY 2024/QTR 1 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

**E. EVALUATION AND QUALITY ASSURANCE**

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

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

**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.

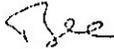
**G. DURATION**

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until September 30, 2023, 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, BEA will resume responsibility for any and all required human resources management functions. In addition, BEA will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

**I. SIGNATORIES**

  
\_\_\_\_\_  
Taylor Caswell, Commissioner  
Department of Business and Economic Affairs

6/8/2023  
Date

  
\_\_\_\_\_  
Charles M. Arlinghaus, Commissioner  
Department of Administrative Services

6/15/23  
Date

Approved by the Attorney General this 14<sup>th</sup> day of June, 2023, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

  
\_\_\_\_\_  
Signature

Jessica A. King Sr. Asst. Attorney  
Printed Name and Title General

# MEMORANDUM OF UNDERSTANDING

## A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Office of Professional Licensure and Certification (OPLC) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for OPLC by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel (DOP). In exchange for such services, OPLC will pay \$10,000 in FY 2024 and \$10,000 in FY 2025 to DAS.

## B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. When human resource support requests are received, DAS' DOP will be solely responsible for hiring and supervising such employees, and DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting OPLC.

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

## C. SCOPE OF WORK

Human resource support requests from OPLC shall be coordinated through a single designated liaison position within OPLC. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

Human resource support services provided by HRSU staff shall include coverage when the main liaison is on vacation and/or leave, coverage shall be limited to:

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Assist with timecard submission and payroll processing, including processing for per-diem payroll payments for board members.
- Assist with coordinating performance reviews and increments,
- Assist with on-boarding new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.

- Manage extended leaves of absence for employees and workers compensation submissions.
- Respond to union inquiries.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, and wellness programs.

OPLC will approve and pay for any for-fee training for OPLC staff.

DOP and OPLC will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

#### **D. PAYMENT FOR SERVICES**

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

OPLC will pay \$2500 per quarter in FY 2024 and \$ 2500 per quarter in FY 2025 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

#### **E. EVALUATION AND QUALITY ASSURANCE**

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

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

#### **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 Governor and Executive Council, and shall continue until June 30, 2025, 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, OPLC will resume responsibility for any and all required human resources management functions. In addition, OPLC will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

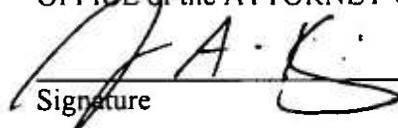
**I. SIGNATORIES**

|   |           |
|---|-----------|
| <i>Lindsay Courtney</i>   | 6-12-2023 |
| Lindsey B. Courtney, Executive Director<br>Office of Professional Licensure and Certification | Date      |

|   |         |
|---|---------|
|  | 6/15/23 |
| Charles M. Arlinghaus, Commissioner<br>Department of Administrative Services      | Date    |

Approved by the Attorney General this 14<sup>th</sup> day of June, 2023, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

  
\_\_\_\_\_  
Signature

Jessica A. King Sr. Asst. Attorney General  
Printed Name and Title

# MEMORANDUM OF UNDERSTANDING

## A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Treasury (Treasury) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for Treasury by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel (DOP). In exchange for such services, Treasury will pay \$15,876 pay in FY 2024 and \$16,506 in FY 2025 to DAS.

## B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS' DOP will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting Treasury. DAS is responsible for ensuring that the HRSU is adequately staffed to provide satisfactory human resources support services to Treasury, and other agencies served by the HRSU.

## C. SCOPE OF WORK

Human resource support requests from Treasury shall be coordinated through a single designated liaison position within Treasury. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

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

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage Treasury's personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- At Treasury's request, audit and assist when needed with timecard submission and payroll processing.
- Prepare initial job reclassification request materials for Treasury's review.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- At Treasury's request, revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the Treasury's Business Office and DAS Budget Office, as needed.

- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).
- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Respond to union inquiries.
- Provide advice for agency to Treasury management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

Treasury will retain primary responsibility for processing timecards and payroll. In addition, Treasury will approve and pay for any for-fee training for Treasury staff. DOP and Treasury will work to resolve any issues regarding allocation of responsibilities between Treasury and the HRSU under this MOU.

#### **D. PAYMENT FOR SERVICES**

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision. Treasury will pay \$3,969 per quarter in FY 2024 and \$4,126.50 per quarter in FY 2025 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

#### **E. EVALUATION AND QUALITY ASSURANCE**

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

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

**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 Governor and Executive Council, and shall continue until June 30, 2025, 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, Treasury will resume responsibility for any and all required human resources management functions. In addition, Treasury will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

**I. SIGNATORIES**

Monica J. Mczzapelle 6/9/2023  
Monica Mczzapelle, State Treasurer Date  
Department of Treasury

Charles M. Arlinghaus 6/15/23  
Charles M. Arlinghaus, Commissioner Date  
Department of Administrative Services

Approved by the Attorney General this 14<sup>th</sup> day of June, 2023, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

Jessica A. King  
Signature  
Jessica A. King Sr. Asst. Attorney  
Printed Name and Title  
General

# MEMORANDUM OF UNDERSTANDING

## A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Governor's Commission on Disability (GCD) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for GCD by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel (DOP). In exchange for such services, GCD will pay \$5,292 in FY 2024 and \$5,502 in FY 2025 to DAS.

## B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS' DOP will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting GCD.

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

## C. SCOPE OF WORK

Human resource support requests from GCD shall be coordinated through a single designated liaison position within GCD. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

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

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage GCD personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the GCD Business Office and DAS Budget Office, as needed.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).

- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

GCD will approve and pay for any for-fee training for GCD staff.

DOP and GCD will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

#### **D. PAYMENT FOR SERVICES**

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

GCD will pay \$1,323 per quarter in FY 2024 and \$1,375.50 per quarter in FY 2025 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

#### **E. EVALUATION AND QUALITY ASSURANCE**

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

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

#### **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 Governor and Executive Council, and shall continue until June 30, 2025, unless otherwise terminated, subject to continued availability of sufficient funds.

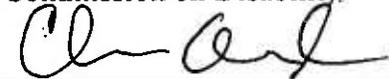
**H. TERMINATION**

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, GCD will resume responsibility for any and all required human resources management functions. In addition, GCD will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

**I. SIGNATORIES**

  
\_\_\_\_\_  
Charles J. Saia, Executive Director  
Governor's Commission on Disability

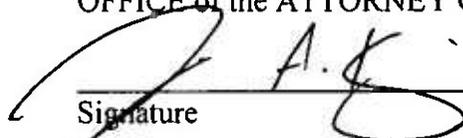
06/12/2023  
Date

  
\_\_\_\_\_  
Charles M. Arlinghaus, Commissioner  
Department of Administrative Services

6/15/23  
Date

Approved by the Attorney General this 14 day of June, 2023, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

  
\_\_\_\_\_  
Signature

Jessica A. King Sr. Asst Attorney General  
Printed Name and Title

## **MEMORANDUM OF UNDERSTANDING**

### **A. AGREEMENT**

This Memorandum of Understanding (MOU) between the NH Department of Energy (DOE), Public Utilities Commission (PUC), Office of the Consumer Advocate (OCA), Site Evaluation Committee (SEC) (collectively hereinafter referred to as the Agencies) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for the Agencies by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel (DOP). In exchange for such services, collectively the Agencies will pay \$66,528 in FY 2024 and \$69,168 in FY 2025, to DAS.

### **B. STAFF AND SUPERVISION**

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS' DOP will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting the Agencies.

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

### **C. SCOPE OF WORK**

Human resource support requests from the Agencies shall be coordinated through a single designated liaison position within each separate Agency. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide timely support services.

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

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules.
- Manage and maintain the Agencies' personnel files in compliance with all applicable legal requirements.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and

- coordination with the Agencies' Business Office and DAS Budget Office, as needed.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).
  - On-board new hires, including participation in DOP's Day One orientation.
  - Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
  - Manage extended leaves of absence for employees and workers compensation submissions.
  - Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
  - Recommend and/or arrange for supervisor and performance management training for applicable staff.
  - Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

The Agencies will approve and pay for any for-fee training for Agency staff.

DOP and the Agencies will work to resolve any issues regarding allocation of responsibilities between the Agencies and the HRSU under this MOU.

#### **D. PAYMENT FOR SERVICES**

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

Collectively, the Agencies will pay \$16,632 per quarter in FY 2024 and \$17,292 per quarter in FY 2025 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

#### **E. EVALUATION AND QUALITY ASSURANCE**

Human resource support services provided under this MOU must be performed in a manner that is satisfactory to the Agencies and within all applicable rules and regulations. If the Agencies determine that services provided are not satisfactory, the Agency liaison will first attempt to resolve the issue with the DOP Human Resources Specialist – Generalist. If those efforts are not successful, the concern shall be brought to the attention of DOP senior management (Director or Deputy Director). DOP senior management will take appropriate action to address any concern. Agency heads retain ultimate authority to make all personnel decisions, with advice of the HRSU, DOP senior management, and within all applicable rules and regulations.

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those Agencies

served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with Agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

**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 all 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.

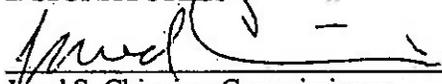
**G. DURATION**

This Agreement is effective upon approval by the Governor and Executive Council or July 1, 2023, whichever is later, and shall continue until June 30, 2025, unless otherwise terminated, subject to continued availability of sufficient funds.

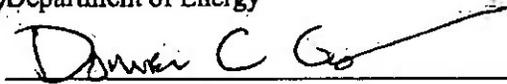
**H. TERMINATION**

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 Agencies will resume responsibility for any and all required human resources management functions. In addition, the Agencies will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

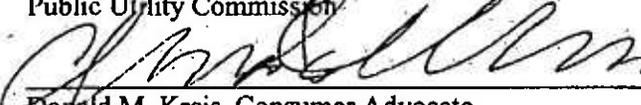
**I. SIGNATORIES**

  
\_\_\_\_\_  
Jared S. Chicoine, Commissioner  
Department of Energy

6/12/2023  
Date

  
\_\_\_\_\_  
Daniel C. Goldner, Chairman  
Public Utility Commission

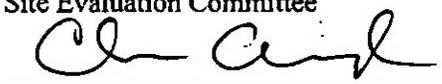
6/12/2023  
Date

  
\_\_\_\_\_  
Donald M. Kreis, Consumer Advocate  
Office of the Consumer Advocate

6/12/2023  
Date

  
\_\_\_\_\_  
Andrew E. Biemer, Administrator  
Site Evaluation Committee

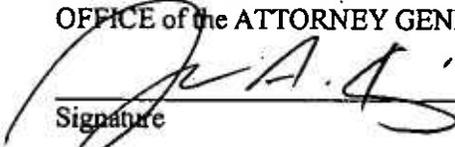
6/12/2023  
Date

  
\_\_\_\_\_  
Charles M. Arlinghaus, Commissioner  
Department of Administrative Services

6/15/2023  
Date

Approved by the Attorney General this 14<sup>th</sup> day of June, 2023, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

  
Signature

Jessica A. King St. Asst. Attorney  
Printed Name and Title General

# MEMORANDUM OF UNDERSTANDING

## A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Police Standards and Training (PST) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain human resource support services for PST by staff within a Human Resources Support Unit (HRSU) under the DAS Division of Personnel (DOP). In exchange for such services, PST will pay \$18,900 in FY 2024 and \$19,650 in FY 2025 to DAS.

## B. STAFF AND SUPERVISION

DAS will provide human resources staff within the HRSU, under the direction of DOP personnel, with appropriate knowledge and experience to provide the necessary human resource functions as outlined in this agreement. DAS' DOP will be solely responsible for hiring and supervising such employees. DOP staff will assign and approve work tasks, approve leave requests, assign training, and approve timesheets for HRSU position(s) supporting PST.

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

## C. SCOPE OF WORK

Human resource support requests from PST shall be coordinated through a single designated liaison position within PST. The liaison will work directly with DOP's Human Resource Specialist – Generalist overseeing the HRSU staff. Several staff persons, who comprise the HRSU staff under the direction of DOP's Human Resource Specialist – Generalist, will provide support services.

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

- Prepare and enter employee and position transactions in compliance with applicable Personnel Rules and Collective Bargaining Agreements.
- Manage PST personnel files.
- Research and resolve system errors and problems to ensure proper processing of transactions affecting employment status and pay for employees.
- Manage timecard submission and payroll processing.
- Prepare initial job reclassification request materials.
- Advise on and finalize reclassification materials and coordinate their review with the DOP's Classification Section.
- Revise supplemental job descriptions, post open positions, and perform other recruitment functions, including certification of candidates, preparation of hiring waivers, and coordination with the PST Business Office and DAS Budget Office, as needed.
- Coordinate performance reviews, increments, individual development plans, and discipline (including, for example, withholding an increment or a letter of warning).

- On-board new hires, including participation in DOP's Day One orientation.
- Support employees in understanding of and compliance with human resource rules and benefits, particularly with extended leaves of absence and workers compensation.
- Manage extended leaves of absence for employees and workers compensation submissions.
- Provide advice for agency management on human resources management policy and procedures, including employee safety, wellness, and awards/recognition programs.
- Recommend and/or arrange for supervisor and performance management training for applicable staff.
- Conduct staffing and performance analysis in support of the agency's strategic objectives, including preparation of key human resource metrics.

PST will approve and pay for any for-fee training for PST staff.

DOP and PST will work to resolve any issues regarding allocation of responsibilities between the agency and the HRSU under this MOU.

#### **D. PAYMENT FOR SERVICES**

DAS-DOP will cover all employee-related costs for staff within the HRSU including salary, benefits, computer and telephone equipment and access, software licenses, office space, appropriate furniture for the space, access to printer/copiers and office supplies, and supervision.

PST will pay \$4,725 per quarter in FY 2024 and \$4,912.50 per quarter in FY 2025 to DAS-DOP for provision of human resources management support provided by HRSU staff. DAS-DOP will invoice quarterly for payment.

#### **E. EVALUATION AND QUALITY ASSURANCE**

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

The DOP HRSU supervisor will evaluate the performance of HRSU staff. In evaluating HRSU staff, the supervisor will solicit input from other DOP personnel as well as from those agencies served by the HRSU. If HRSU staff do not perform satisfactorily, DAS will coordinate with agencies served by the HRSU in taking any disciplinary action, including termination, as needed.

**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.

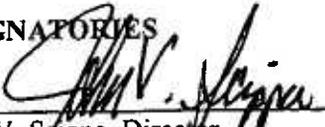
**G. DURATION**

This Agreement is effective upon approval by the Governor and Executive Council, and shall continue until June 30, 2025, 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, PST will resume responsibility for any and all required human resources management functions. In addition, PST will no longer be obligated to pay the HRSU service fee beginning the month immediately following the effective date of the termination of this agreement.

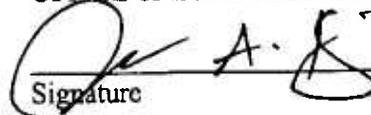
**I. SIGNATORIES**

  
\_\_\_\_\_  
John V. Scippa, Director  
NH Police Standards and Training Council  
Date 06/08/2023

  
\_\_\_\_\_  
Charles M. Arlinghaus, Commissioner  
Department of Administrative Services  
Date 6/15/23

Approved by the Attorney General this 14<sup>th</sup> day of June, 2023, as to form, substance, and execution.

OFFICE of the ATTORNEY GENERAL

  
\_\_\_\_\_  
Signature

Jessica A. King Sr. Asst.  
Printed Name and Title Attorney General