



Charles M. Arlinghaus
Commissioner

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | Office@das.nh.gov

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

October 21, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Administrative Services (DAS) to enter into a Memorandum of Understanding with the Department of Justice (DOJ) for an amount not to exceed \$11,550 for the DAS Division of Personnel-Human Resources Support Unit to provide certain human resource management services to DOJ effective upon Governor and Council approval for the period of November 1, 2026 through June 30, 2027. **100% General Funds.**

Funds are available in Fiscal Year 2027 as follows:

02-20-20-200010-26010000, Attorney General
049-584914 - Transfers to Other State Agencies

FY 2027

\$11,550

EXPLANATION

This Memorandum of Understanding (MOU) was developed in response to a request within the Human Resources Office at the Department of Justice (DOJ) and the need for support to ensure timely processing of human resource transactions.

The attached MOU between the Department of Administrative Services (DAS) and the DOJ authorizes the DAS Division of Personnel (DOP) to provide specific human resources (HR) management support services to the DOJ. The NHDOJ requested that DOP's Human Resources Support Unit (HRSU) provide intermittent assistance in performing key HR functions. The DOP, through the HRSU, has the expertise necessary to deliver these services effectively.

Under the terms of the MOU, the NHDOJ retains responsibility for final HR decisions and for certain HR functions, such as recruitment decisions and employee relations. DOP-HRSU will provide support on an as-needed basis for routine HR functions, such as payroll processing and employee transactions.

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
Page 2 of 2

The Department of Administrative Services and the Department of Justice request approval of this MOU.

Respectfully submitted,


for Charles M. Arlinghaus
Commissioner


John M. Formella
Attorney General

MEMORANDUM OF UNDERSTANDING

A. AGREEMENT

This Memorandum of Understanding (MOU) between the NH Department of Justice (DOJ) and Human Rights Commission (HRC) and the NH Department of Administrative Services (DAS) sets forth the terms and conditions for provision of certain backup human resource support services for DOJ/HRC by staff within a Human Resources Support Unit (HRSU) under DAS' Division of Personnel (DOP). In exchange for such services, DOJ/HRC will pay \$11,550 in FY 2027 for coverage from November 1, 2026 through June 30, 2027.

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, through 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 DOJ/HRC.

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

C. SCOPE OF WORK

Human resource support requests from DOJ/HRC shall be coordinated through a single designated liaison position within DOJ/HRC. 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.

Backup 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.
- 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 regard to 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.

DOJ/HRC will approve and pay for any for-fee training for DOJ/HRC staff.

DOP and DOJ/HRC 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.

DOJ/HRC will pay Q2 of FY27 \$2,887.50 and \$4,331.25 per quarter for the remainder of FY 2027 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 DOJ/HRC. If DOJ/HRC determines that services provided are not satisfactory, the DOJ/HRC 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 this 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. This Agreement shall be construed under the laws of the state of New Hampshire.

G. DURATION

This Agreement is effective upon signature of both parties, and shall continue until June 30, 2027, unless otherwise terminated, subject to continued availability of sufficient funds.

H. TERMINATION

Either party can terminate this Agreement with 90 days written notice to other party, or any time mutually agreed to by the parties. Upon termination of this Agreement, DOJ/HRC will resume responsibility for any and all required human resources management functions. In addition, DOJ/HRC 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 M. Formella, Attorney General
Department of Justice

9/30/26
Date

FOR 

Charles M. Arlinghaus, Commissioner
Department of Administrative Services

10/2/24
Date