



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

May 26, 2020

Frank Edelblut
Commissioner
101 Pleasant Street
Concord, N.H. 03302

Dear Commissioner Edelblut,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08 and 2020-09; and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Posting and hiring of a Clerk III (Position # TMPPT4203) with the current allocation of funds being 100% General Funds.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953
Concord, NH 03301

POSITION WAIVER

May 15, 2020

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

Dear Governor Christopher T. Sununu:

REQUESTED ACTION

Approval is requested for a waiver of Emergency Order # 37 in order to fill the following position within the:

Agency:	Education Dept	
Reason Code:	Seasonal	
Position #:	TMPPT4203	
Position Title:	Clerk III	
Anticipated Hire Date (MM/DD/YY):	July 6, 2020	
Labor Grade:	8	
Step:	4	
Date of Vacancy (MM/DD/YY):	December 1, 2019	
Vacancy Rate (%)	65%	
Appropriation:	Agency	056 Education Dept
	Department	056 Education Dept
	Bureau	5620 Learner Supports/Ed Improvemen
	Accounting Unit (XXXX)	3014 Special Education-State
	Class	050 Personal Service Temp Appoi
	Expense Account (500XXX):	500109 Part Time Salaries
Total Annual Salary:	\$	22,933
Total Annual Benefits:	\$	1,835
Total Cost	\$	24,768
Estimated # of Pay Periods in FY:		14

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0010 General Fund	100%	13,337
		-
		-
		-
		-
		-
Total	100%	13,337

EXPLANATION

The Department will be submitting waivers for 6 seasonal part-time positions. These positions are filled every July and work part-time, 29.5 hours or less per week, for approximately 6-8 months to process \$30.8M in payments to schools for catastrophic special education aid. The processing of these payments is required per RSA 186-C:18. These employees review documentation submitted by the schools to confirm costs submitted are eligible for reimbursement.

Standard Questions:

1. What services or constituency group will be affected if this position is not filled?

This person audits to determine funds for Local School Districts based on catastrophic special education costs to the districts. These funds not being delivered would impact Local Districts budgets which in turn impacts town or city budgets. This would also have an impact on students if funds cannot be provided and local funds need to be used to cover these expenses.

2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain.

RSA 186-C:18, Special Education, State Aid. This RSA states that the Department of Education is responsible for the distribution of funds to districts for the purpose of covering catastrophic special education aid.

3. Did the position become vacant because of a promotion or personnel action within the organization, or did the incumbent move to another state position? Define

No this is a part time position that is hired each year just to do this work. The position runs for just 6-8 months each year.

4. Can other personnel within the department cover the duties of this position? Explain in detail

The duties involved with the distribution of Special Education Aid cannot be covered by other members of the Bureau. It is an extensive review of documentation provided by the districts to determine eligibility for these funds. Last year alone we had 8 filing cabinets worth of evidence and documentation submitted to the Bureau for review. We do not have the capacity in house to cover this time intensive work. With these positions we are able to have staff focus on their primary duties while the clerks come in for a short amount of time to complete this time and labor intensive review.

5. Can the duties be completed by a part-time position? Explain in detail

These are part time positions that only run for 6-8 months. As the work decreases staff are released from their positions. We only keep staff on as long as they are needed.

6. If this position has been vacant for a period of time, explain how the work previously done by this position has been allocated to, or covered by others during this vacancy period.

This position has only been vacant since the last time we completed Special Education Aid.

7. Has this position been reclassified or established with the passage of the FY '20-21 budget or after?

No it has not.

8. Do you anticipate filling this position with an internal candidate? Explain

No we typically have some regulars that return each year and some new staff each year. There are no candidates internally that will be applying for these positions as they are part time and temporary.

9. If you are hiring at a step beyond 1, please provide justification.

The Department will be submitting two waiver requests at a step 4, and four requests at a step 1. The justification for the two step 4 requests is that we hope to rehire two individuals who have worked for the DOE processing these payments since 2013. Not only are these individuals knowledgeable of the program and able to be trained quickly on any changes, they are also able to provide training and guidance to the four new hires. Step 4 is the level at which they were paid last year.

List of currently pending submitted waivers with the priority ranking (#1 = top ranking):

N/A

List of waivers previously granted:

#13306 Business Admin III

Respectfully submitted,

Tammy Vaillancourt

Chief Financial Officer

on behalf of Commissioner Frank Edelblut



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

May 26, 2020

Frank Edelblut
Commissioner
101 Pleasant Street
Concord, N.H. 03302

Dear Commissioner Edelblut,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08 and 2020-09; and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Posting and hiring of a Clerk III (Position # TMPPT4204) with the current allocation of funds being 100% General Funds.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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POSITION WAIVER

May 15, 2020

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

Dear Governor Christopher T. Sununu:

REQUESTED ACTION

Approval is requested for a waiver of Emergency Order # 37 in order to fill the following position within the:

Agency:	Education Dept	
Reason Code:	Seasonal	
Position #:	TMPPT4204	
Position Title:	Clerk III	
Anticipated Hire Date (MM/DD/YY):	July 6, 2020	
Labor Grade:	8	
Step:	4	
Date of Vacancy (MM/DD/YY):	December 1, 2019	
Vacancy Rate (%)	65%	
Appropriation:	Agency	056 Education Dept
	Department	056 Education Dept
	Bureau	5620 Learner Supports/Ed Improvemen
	Accounting Unit (XXXX)	3014 Special Education-State
	Class	050 Personal Service Temp Appoi
	Expense Account (500XXX):	500109 Part Time Salaries
Total Annual Salary:	\$	22,933
Total Annual Benefits:	\$	1,835
Total Cost	\$	24,768
Estimated # of Pay Periods in FY:		14

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0010 General Fund	100%	13,337
		-
Total	100%	13,337

EXPLANATION

The Department will be submitting waivers for 6 seasonal part-time positions. These positions are filled every July and work part-time, 29.5 hours or less per week, for approximately 6-8 months to process \$30.8M in payments to schools for catastrophic special education aid. The processing of these payments is required per RSA 186-C:18. These employees review documentation submitted by the schools to confirm costs submitted are eligible for reimbursement.

Standard Questions:

1. What services or constituency group will be affected if this position is not filled?

This person audits to determine funds for Local School Districts based on catastrophic special education costs to the districts. These funds not being delivered would impact Local Districts budgets which in turn impacts town or city budgets. This would also have an impact on students if funds cannot be provided and local funds need to be used to cover these expenses.

2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain.

RSA 186-C:18, Special Education, State Aid. This RSA states that the Department of Education is responsible for the distribution of funds to districts for the purpose of covering catastrophic special education aid.

3. Did the position become vacant because of a promotion or personnel action within the organization, or did the incumbent move to another state position? Define

No this is a part time position that is hired each year just to do this work. The position runs for just 6-8 months each year.

4. Can other personnel within the department cover the duties of this position? Explain in detail

The duties involved with the distribution of Special Education Aid cannot be covered by other members of the Bureau. It is an extensive review of documentation provided by the districts to determine eligibility for these funds. Last year alone we had 8 filing cabinets worth of evidence and documentation submitted to the Bureau for review. We do not have the capacity in house to cover this time intensive work. With these positions we are able to have staff focus on their primary duties while the clerks come in for a short amount of time to complete this time and labor intensive review.

5. Can the duties be completed by a part-time position? Explain in detail

These are part time positions that only run for 6-8 months. As the work decreases staff are released from their positions. We only keep staff on as long as they are needed.

6. If this position has been vacant for a period of time, explain how the work previously done by this position has been allocated to, or covered by others during this vacancy period.

This position has only been vacant since the last time we completed Special Education Aid.

7. Has this position been reclassified or established with the passage of the FY '20-21 budget or after?

No it has not.

8. Do you anticipate filling this position with an internal candidate? Explain

No we typically have some regulars that return each year and some new staff each year. There are no candidates internally that will be applying for these positions as they are part time and temporary.

9. If you are hiring at a step beyond 1, please provide justification.

The Department will be submitting two waiver requests at a step 4, and four requests at a step 1. The justification for the two step 4 requests is that we hope to rehire two individuals who have worked for the DOE processing these payments since 2013. Not only are these individuals knowledgeable of the program and able to be trained quickly on any changes, they are also able to provide training and guidance to the four new hires. Step 4 is the level at which they were paid last year.

List of currently pending submitted waivers with the priority ranking (#1 = top ranking):

#1 - Clerk TMPPT4203

List of waivers previously granted:

#13306 Business Admin III

Respectfully submitted,

Tammy Vaillancourt

Chief Financial Officer

on behalf of Commissioner Frank Edelblut



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

May 26, 2020

Frank Edelblut
Commissioner
101 Pleasant Street
Concord, N.H. 03302

Dear Commissioner Edelblut,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08 and 2020-09; and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Posting and hiring of a Clerk III (Position # TMPPT4206) with the current allocation of funds being 100% General Funds.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Chitoh T. Sununu".

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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POSITION WAIVER

May 15, 2020

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

Dear Governor Christopher T. Sununu:

REQUESTED ACTION

Approval is requested for a waiver of Emergency Order # 37 in order to fill the following position within the:

Agency:	Education Dept	
Reason Code:	Seasonal	
Position #:	TMPPT4206	
Position Title:	Clerk III	
Anticipated Hire Date (MM/DD/YY):	July 6, 2020	
Labor Grade:	8	
Labor Grade:	1	
Date of Vacancy (MM/DD/YY):	December 1, 2019	
Vacancy Rate (%)	65%	
Appropriation:	Agency	056 Education Dept
	Department	056 Education Dept
	Bureau	5620 Learner Supports/Ed Improvemen
	Accounting Unit (XXXX)	3014 Special Education-State
	Class	050 Personal Service Temp Appoi
	Expense Account (500XXX):	500109 Part Time Salaries
Total Annual Salary:	\$	20,433
Total Annual Benefits:	\$	1,635
Total Cost	\$	22,068
Estimated # of Pay Periods in FY:		12

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0010 General Fund	100%	10,185
		-
Total	100%	10,185

EXPLANATION

The Department will be submitting waivers for 6 seasonal part-time positions. These positions are filled every July and work part-time, 29.5 hours or less per week, for approximately 6-8 months to process \$30.8M in payments to schools for catastrophic special education aid. The processing of these payments is required per RSA 186-C:18. These employees review documentation submitted by the schools to confirm costs submitted are eligible for reimbursement.

Standard Questions:

1. What services or constituency group will be affected if this position is not filled?

This person audits to determine funds for Local School Districts based on catastrophic special education costs to the districts. These funds not being delivered would impact Local Districts budgets which in turn impacts town or city budgets. This would also have an impact on students if funds cannot be provided and local funds need to be used to cover these expenses.

2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain.

RSA 186-C:18, Special Education, State Aid. This RSA states that the Department of Education is responsible for the distribution of funds to districts for the purpose of covering catastrophic special education aid.

3. Did the position become vacant because of a promotion or personnel action within the organization, or did the incumbent move to another state position? Define

No this is a part time position that is hired each year just to do this work. The position runs for just 6-8 months each year.

4. Can other personnel within the department cover the duties of this position? Explain in detail

The duties involved with the distribution of Special Education Aid cannot be covered by other members of the Bureau. It is an extensive review of documentation provided by the districts to determine eligibility for these funds. Last year alone we had 8 filing cabinets worth of evidence and documentation submitted to the Bureau for review. We do not have the capacity in house to cover this time intensive work. With these positions we are able to have staff focus on their primary duties while the clerks come in for a short amount of time to complete this time and labor intensive review.

5. Can the duties be completed by a part-time position? Explain in detail

These are part time positions that only run for 6-8 months. As the work decreases staff are released from their positions. We only keep staff on as long as they are needed.

6. If this position has been vacant for a period of time, explain how the work previously done by this position has been allocated to, or covered by others during this vacancy period.

This position has only been vacant since the last time we completed Special Education Aid.

7. Has this position been reclassified or established with the passage of the FY '20-21 budget or after?

No it has not.

8. Do you anticipate filling this position with an internal candidate? Explain

No we typically have some regulars that return each year and some new staff each year. There are no candidates internally that will be applying for these positions as they are part time and temporary.

9. If you are hiring at a step beyond 1, please provide justification.

The Department will be submitting two waiver requests at a step 4, and four requests at a step 1. The justification for the two step 4 requests is that we hope to rehire two individuals who have worked for the DOE processing these payments since 2013. Not only are these individuals knowledgeable of the program and able to be trained quickly on any changes, they are also able to provide training and guidance to the four new hires. Step 4 is the level at which they were paid last year.

List of currently pending submitted waivers with the priority ranking (#1 = top ranking):

- #1 - Clerk TMPPT4203
- #2 - Clerk TMPPT4204
- #3 - Clerk TMPPT4205

List of waivers previously granted:

- #13306 Business Admin III

Respectfully submitted,

Tammy Vaillancourt

Chief Financial Officer

on behalf of Commissioner Frank Edelblut



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

May 26, 2020

Frank Edelblut
Commissioner
101 Pleasant Street
Concord, N.H. 03302

Dear Commissioner Edelblut,

Pursuant to my authority under Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08 and 2020-09; and Emergency Order #37 I have approved your written request, in attachment, to take the following actions related to Executive Branch hiring:

1. Posting and hiring of a Clerk III (Position # TMPPT4205) with the current allocation of funds being 100% General Funds.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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POSITION WAIVER

May 15, 2020

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

Dear Governor Christopher T. Sununu:

REQUESTED ACTION

Approval is requested for a waiver of Emergency Order # 37 in order to fill the following position within the:

Agency:	Education Dept	
Reason Code:	Seasonal	
Position #:	TMPPT4205	
Position Title:	Clerk III	
Anticipated Hire Date (MM/DD/YY):	July 6, 2020	
Labor Grade:	8	
Labor Grade:	1	
Date of Vacancy (MM/DD/YY):	December 1, 2019	
Vacancy Rate (%)	65%	
Appropriation:	Agency	056 Education Dept
	Department	056 Education Dept
	Bureau	5620 Learner Supports/Ed Improvemen
	Accounting Unit (XXXX)	3014 Special Education-State
	Class	050 Personal Service Temp Appoi
	Expense Account (500XXX):	500109 Part Time Salaries
Total Annual Salary:	\$	20,433
Total Annual Benefits:	\$	1,635
Total Cost	\$	22,068
Estimated # of Pay Periods in FY:		12

Funding	% of Funding (ex: 5 = 5%)	Total Cost Based on Estimated Pay Periods Left in FY
0010 General Fund	100%	10,185
		-
Total	100%	10,185

EXPLANATION

The Department will be submitting waivers for 6 seasonal part-time positions. These positions are filled every July and work part-time, 29.5 hours or less per week, for approximately 6-8 months to process \$30.8M in payments to schools for catastrophic special education aid. The processing of these payments is required per RSA 186-C:18. These employees review documentation submitted by the schools to confirm costs submitted are eligible for reimbursement.

Standard Questions:

1. What services or constituency group will be affected if this position is not filled?

This person audits to determine funds for Local School Districts based on catastrophic special education costs to the districts. These funds not being delivered would impact Local Districts budgets which in turn impacts town or city budgets. This would also have an impact on students if funds cannot be provided and local funds need to be used to cover these expenses.

2. Are the services/duties performed by this position required by law, rule, court order or some other mandate? If yes, explain.

RSA 186-C:18, Special Education, State Aid. This RSA states that the Department of Education is responsible for the distribution of funds to districts for the purpose of covering catastrophic special education aid.

3. Did the position become vacant because of a promotion or personnel action within the organization, or did the incumbent move to another state position? Define

No this is a part time position that is hired each year just to do this work. The position runs for just 6-8 months each year.

4. Can other personnel within the department cover the duties of this position? Explain in detail

The duties involved with the distribution of Special Education Aid cannot be covered by other members of the Bureau. It is an extensive review of documentation provided by the districts to determine eligibility for these funds. Last year alone we had 8 filing cabinets worth of evidence and documentation submitted to the Bureau for review. We do not have the capacity in house to cover this time intensive work. With these positions we are able to have staff focus on their primary duties while the clerks come in for a short amount of time to complete this time and labor intensive review.

5. Can the duties be completed by a part-time position? Explain in detail

These are part time positions that only run for 6-8 months. As the work decreases staff are released from their positions. We only keep staff on as long as they are needed.

6. If this position has been vacant for a period of time, explain how the work previously done by this position has been allocated to, or covered by others during this vacancy period.

This position has only been vacant since the last time we completed Special Education Aid.

7. Has this position been reclassified or established with the passage of the FY '20-21 budget or after?

No it has not.

8. Do you anticipate filling this position with an internal candidate? Explain

No we typically have some regulars that return each year and some new staff each year. There are no candidates internally that will be applying for these positions as they are part time and temporary.

9. If you are hiring at a step beyond 1, please provide justification.

The Department will be submitting two waiver requests at a step 4, and four requests at a step 1. The justification for the two step 4 requests is that we hope to rehire two individuals who have worked for the DOE processing these payments since 2013. Not only are these individuals knowledgeable of the program and able to be trained quickly on any changes, they are also able to provide training and guidance to the four new hires. Step 4 is the level at which they were paid last year.

List of currently pending submitted waivers with the priority ranking (#1 = top ranking):

#1 - Clerk TMPPT4203

#2 - Clerk TMPPT4204

List of waivers previously granted:

#13306 Business Admin III

Respectfully submitted,

Tammy Vaillancourt

Chief Financial Officer

on behalf of Commissioner Frank Edelblut