

HUMAN RESOURCES CENTRALIZATION FREQUENTLY ASKED QUESTIONS

AFFECTED HUMAN RESOURCES STAFF

1. Will the centralization of Human Resources (HR) result in layoffs?

Layoffs are not being contemplated at this time.

2. What does this mean for my job today? Is it changing?

The new reporting structure will take effect on August 28, 2020. In an effort to provide as much opportunity to train and practice, certain aspects of your job changed on or about November 1, 2019.

3. Will I have to relocate due to the centralization?

Given the COVID-19 pandemic, effective August 28, 2020 employees assigned to Talent Solutions, HR Policy and Information Systems, Benefits and Leaves, and Workers' Compensation specialized functional areas will be teleworking full-time. Once office space at 450 Columbus Boulevard is reconfigured in accordance with re-opening guidelines, work will shift to a mixture of telework, agency visits, and office work.

4. If I am assigned to Talent Solutions, HR Policy and Information Systems, Benefits and Leaves, or Workers' Compensation, what computer equipment will I use to complete my work?

Prior to August 28, 2020 the Department of Administrative Services (DAS) will issue each of these employees a laptop that will be configured appropriately to their assignment. These employees will receive guidance to return their current equipment to their former agencies.

5. Why is the announcement to centralize HR being made ahead of implementation?

The Lamont/Bysiewicz Administration fully supports the centralization of HR and intends to execute this initiative in a thorough and thoughtful manner. Announcing this initiative ahead of implementation gives the State the necessary guidance and support to begin more detailed operational planning that will ensure a smooth transition for all affected employees and stakeholders.

6. Which functional areas will remain on-site at the agencies?

Agency HR Business Partners and Agency Labor Relations staff will remain on location at each agency.

7. Will Payroll and Equal Employment Opportunity/Affirmative Action functions be centralized?

Centralization will initially involve the HR and Labor Relations functions described above. The administration will continue to work with agencies and other stakeholders to develop plans for the centralization of Payroll and Equal Employment Opportunity functions in the future.

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8. Will I be able to maintain my current work hours or schedule?

It is not anticipated that the work schedule or hours for affected employees will be impacted; however, each employee work schedule will be reviewed and discussed on a case by case basis.

9. Who do I report to under the new structure?

The State continues to build the leadership team for the new structure. As soon as these roles are filled, you will be informed. If you have questions please contact the Human Resources Administrator assigned to your functional area in the new structure.

10. When will I begin requesting leave time from my new supervisor?

Leave granting authority will shift August 28, 2020 (Day 1 of the new structure). DAS encourages affected employees to speak with their new supervisor (if applicable) to discuss future leave plans. Prior to August 28, 2020 please share your leave plans with both your current and your newly assigned supervisors.

11. Will preapproved leave requests for affected employees still be honored?

Yes, subject to operational needs DAS intends to honor preapproved leaves.

12. If I am assigned to a specialized functional area that is moving to Hartford in 2020, where will I work and park?

Given the COVID-19 pandemic, effective August 28, 2020 employees assigned to Talent Solutions, HR Policy and Information Systems, Benefits and Leaves, and Workers' Compensation specialized functional areas will be teleworking full-time. Once office space at 450 Columbus Boulevard is reconfigured in accordance with reopening guidelines, work will shift to a mixture of telework, agency visits, and office work.

Parking will be assigned to one of three locations depending upon availability: the garage located beneath the building; the Morgan Street Garage; or the Charles Street surface lot.

13. Will I have to pay to park in the garage located beneath the building at 450 Columbus Boulevard, the Morgan Street Garage, or the Charles Street surface lot?

No.

14. Can alternate arrangements be made if I have been designated to periodically work from 450 Columbus Boulevard and I do not want to drive into Hartford?

Generally, no.

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15. Will I be eligible for mileage reimbursement if my commute is increasing as a result of this initiative?

No.

16. I understand I will be required to periodically work from a new work location. At times I may need to conduct business at a different agency location. Will I be eligible to use a State car?

The use of State vehicles is governed by [General Letter 115](#). Each request would need to be reviewed on a case-by-case basis to determine if the requirements of the General Letter are met.

17. Will my job class be changing?

DAS and OPM have collaborated on the review and analysis of the HR job classes and new organizational structure to ensure that the necessary framework is in place to support a centralized environment. For many, this has resulted in a change to job class title. In situations where affected employees were in higher job classes, those employees were administratively “red-circled” in their existing job class (i.e., level of pay saved). When vacated, those positions will be filled using the appropriate new job class. Future promotional opportunities will be posted and handled through a competitive process. Through this process, all employees were notified of their transitioned role in the new centralized structure.

18. What does career mobility look like in a centralized environment?

DAS believes the planned structure allows for both upward and lateral mobility subject to the needs of the State, and the interest/qualifications/skills of candidates. In most circumstances, DAS intends to competitively post future HR opportunities.

19. In a centralized environment, will I continue supporting my current agency?

To the extent possible, employees will continue supporting their same agencies in assigned roles. Through the service delivery team structure, it is also likely that affected employees will provide support to additional agencies.

20. What will the on-site Agency HR Business Partners function be responsible for?

Agency HR Business Partners will be assigned by DAS to the in-scope agencies to develop and implement strategic planning, organizational structure, agency people strategy (in partnership with Talent Solutions), position management, and performance management; advise agency leadership on key state employee issues; and coordinate services, as needed. Their primary clients are agency leadership and employees.

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21. What will the Agency Labor Relations function be responsible for?

Agency Labor Relations staff will be assigned by the Office of Labor Relations to the in-scope agencies to serve as the Agency Heads' on-site labor relations subject matter experts. Their primary clients are agency leadership and employees.

22. What will the Talent Solutions function be responsible for?

Talent Solutions will be responsible for the State Executive Branch's overall talent acquisition strategy, recruitment and exams including shortlisting eligible lists for agencies, vendor management, administration of the classification system, and the coordination and development of statewide learning programs. Their primary clients are Agency HR Business Partners.

23. What will the HR Policy and Information Systems function be responsible for?

HR Policy and Information Systems will be responsible for the State Executive Branch's administration of [Chapter 67 of the CT General Statutes](#) and other authorities governing terms and conditions of State employment and supporting HR Information Systems. Their primary clients are Agency HR Business Partners.

24. What will the Benefits and Leaves function be responsible for?

Benefits and Leaves will be responsible for the State Executive Branch's administration of certain benefits and leaves, including but not limited to retirement processing. Their primary clients are employees and Agency HR Business Partners.

25. What will the Workers' Compensation function be responsible for?

Workers' Compensation will be responsible for the State Executive Branch's administration of Workers' Compensation. Their primary clients are employees and Agency HR Business Partners.

26. How will HR staff gain access to employee personnel and medical files?

Initially, the files will remain on-site in their current, secure agency locations. In the future, files will be securely digitized and maintained in a cloud-based system. The State has contracted with [PeopleDoc](#) and the project to configure file management and case management systems is underway. As part of this project, [Scan-Optics](#) is in the process of scanning agency files to be uploaded into the PeopleDoc system. This project is expected to be completed in early 2021.