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*Agency of Administration*

## Memorandum

**TO:** House Committee on General, Housing, and Military Affairs  
House and Senate Committees on Government Operations

**FROM:** Beth Fastiggi, Commissioner Department of Human Resources

**DATE:** January 12, 2024

**SUBJECT:** Executive Branch Seasonal Employee Report – Calendar Year 2023

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The enclosed report on seasonal employees in calendar year 2023 is submitted by the Department of Human Resources Commissioner, Beth Fastiggi, on behalf of Secretary of Administration Kristin Clouser, in accordance with 3 V.S.A. §331c(3).

In summary, five positions in seasonal employment worked over seven months during calendar year (CY)23. Three of the positions received waivers approved by the Commissioner of Human Resources to work for a period of between 7 and 12 months in CY23. One staff member transitioned to classified status during CY23 after working over seven months as a seasonal temporary employee. The following page lists the employing agency or department, job title, start pay period, end pay period, months worked, and waiver status with notes recommending the position continue, terminate, or convert to a classified position.

Department	Title	Start Pay Period	Last Pay Period	Months Worked	Waiver
Health	Program Technician II	12/31/22	11/04/23	10.17	Yes - Waiver Approved. It was discovered that there were systematic gaps in COVID-19 case reporting that would require unanticipated administrative work. This unanticipated workload can be most efficiently completed by this employee, whose skillset/diligence reduced the need for staffing. Delays in automation and gaps in reporting provided unexpected work. We recommend the department monitor the hours more closely.
Public Safety	Intern - Paid	02/25/23	11/04/23	8.23	No - Employee is now Classified.
Transportation Agency (AOT)	Transportation Maintenance Worker (TMW) Series	01/14/23	12/16/23	11.15	No. We recommend the department monitor the employee hours more closely, and request waiver as needed.
Transportation Agency	TMW Series	12/31/22	08/12/23	7.25	Yes - Waiver Approved. Employee no longer employed. Employee was utilized from 07/17/23 through 08/02/23 in response to a state of emergency due to a widespread flooding event.
Transportation Agency	AOT Fleet Services Tech Series	01/28/23	11/04/23	9.2	Yes - Waiver Approved. Employee is now classified.