

1     § 525. INTERGOVERNMENTAL COOPERATION

2         For the purposes of carrying out its duties, the Joint Fiscal Office shall have  
3     access to and the right to copy any public record of all executive,  
4     administrative, and judicial Departments of the State, except income and  
5     franchise tax returns and other documents classified as confidential by law  
6     unless permitted under 32 V.S.A. § 3102.

7             \* \* \* Office of Human Resources and Administrative Services \* \* \*

8     Sec. 6. 2 V.S.A. chapter 16 is added to read:

9             CHAPTER 16. OFFICE OF HUMAN RESOURCES AND

10                     ADMINISTRATIVE SERVICES

11     § 551. CREATION AND PURPOSE

12         The Office of Human Resources and Administrative Services is created as a  
13     permanent agency to serve the members and employees of the General  
14     Assembly with nonpartisan human resources, financial, operational, and other  
15     administrative services and to support the statutory responsibilities of the Joint  
16     Legislative Management Committee.

17     § 552. DIRECTOR; EMPLOYEES

18         (a) The Joint Legislative Management Committee shall employ an  
19     individual with experience and expertise in administration or management to  
20     be the Director of Human Resources and Administrative Services. The  
21     Committee may conduct the hiring process itself or it may delegate this duty to

1 a special hiring committee comprising an equal number of members from the  
2 House and Senate, not all of whom shall be from the same political party;  
3 however, the Joint Legislative Management Committee shall make the final  
4 hiring decision.

5 (b)(1) The Director of Human Resources and Administrative Services shall  
6 employ human resources, administrative, management, finance, committee  
7 services, and other professional staff as needed to carry out the duties of the  
8 Office of Human Resources and Administrative Services, except that the  
9 creation of new, permanent positions shall be subject to the approval of the  
10 Joint Legislative Management Committee.

11 (2) All individuals employed by the Office of Human Resources and  
12 Administrative Services shall be subject to the personnel policies adopted by  
13 the Joint Legislative Management Committee.

14 (3) The provisions of 3 V.S.A. chapter 13 (classification of State  
15 personnel) shall not apply to employees of the Office of Human Resources and  
16 Administrative Services unless this exception is partially or wholly waived by  
17 the Joint Legislative Management Committee.

18 § 553. FUNCTIONS

19 The Office of Human Resources and Administrative Services shall provide:

20 (1) human resources services to members of the General Assembly and  
21 legislative employees, including:

1           (A) developing and administering compensation plans and personnel  
2 policies for legislative offices and employees;

3           (B) providing training on the prevention of harassment and  
4 discrimination and on other workplace issues;

5           (C) providing job recruitment and performance evaluation services to  
6 other legislative offices;

7           (D) administering employee benefits;

8           (E) providing advice and guidance to legislative employees,  
9 supervisors, and members of the General Assembly regarding labor and  
10 employment laws, policies, and practices;

11           (F) coordinating legislative internship opportunities, including  
12 registering legislative interns and developing and implementing internship  
13 policies and procedures; and

14           (G) investigating and resolving employee disputes and other  
15 personnel matters;

16           (2) administrative support to the Joint Legislative Management  
17 Committee;

18           (3) administrative support to other standing and interim legislative  
19 committees;

1           (4) payroll, reimbursement, finance, and accounting services to  
2           members of the General Assembly, legislative offices, and legislative  
3           employees; and

4           (5) other administrative and operational services as needed to support  
5           members of the General Assembly, legislative offices, and legislative  
6           employees.

7           § 554. BUDGET

8           The Director of Human Resources and Administrative Services shall  
9           propose a budget for the Office of Human Resources and Administrative  
10          Services to the Joint Legislative Management Committee.

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15          State, except income and franchise tax returns and other documents classified  
16          as confidential by law.