

**Please help us understand what HR functions your office currently performs.**

Helps employees maintain their Vermont employee account for pay, manage workforce hours, sick days, and advocate for pay increases as set forth in the employee handbook. Creation and implementation of the Sexual Harassment policy, and maintaining legal boundaries within the job scope of each employee.

**If an HR function for the legislative branch were established, what do you think might be the effect on your office?**

Bringing on an additional staff member to fulfill the HR function would create a positive effect on the workforce structure. Currently, HR functions seem to be split up among the Committee Assistant Supervisor, Operations Manager, Operations Staff, and some Legislative Council staff. These HR functions they perform seem to be additional duties within their job functions. An HR staff member would be able to manage those particular functions full time and allow current staff to focus more on their main job functions.

**What works well and what could be improved under our current organizational structure?**

What works well: Communication between committee assistants, supervisors, and legislative council as allowed for inclusion, fairness, and the ability to manage any problems that may arise within the workplace.

Improvements: If possible create part time positions for the time frame between Legislative sessions with current committee assistant members that would like to remain involved in the Legislative process. These part time positions could be backfilling for people who take summer vacation, drafting operations, assist the Sergeant – At – Arms, or copy room/ IT.

**What is potentially beneficial about Option A (page 28)? Option B (page 33)?**

Option A) Aligns finance and accounting close to HR and lateral to the Legislative Management Agency Director, which may streamline these functions within the Legislature.

Option B) Creates Research Services within the Legislative Services Office, the Joint Committee oversees each office and allows for each office to function laterally and vertically between the House and Senate. This may create a better flow of work and no one office would be operating outside this structure.

**What is potentially concerning about Option A? Option B?**

Option A) Eliminating the Sergeant – At – Arms position would be a negative result of Option A. This position plays an important role within the State House and represents a long - standing traditional/ceremonial core of Legislative operations. Also, creating a “CEO” type of position or Executive Director that all decisions run through may slow down processes, and take away influence from other individuals/functions.

Option B) Reorganization of the IT department and the Sergeant – At – Arms within this option may not allow for them to have the latitude needed to perform their jobs considering they support everyone within the State House.