



## **New Hampshire Department of Labor**

2022 – 2023 Biennium

Operating Budget

Agency Budget Request Hearing

November 23, 2020

## 026 Department of Labor Department Summary

It is the mission of the New Hampshire Department of Labor to serve and protect the interests and dignity of the New Hampshire workforce. It is our vision to be recognized as a proactive and accessible resource to employees and employers; ensuring fair and consistent labor practices; utilizing progressive technologies; having efficient and responsive processes; treating all individuals with respect and courtesy; and being competent and professional.

The Department of Labor helps employers and insurance carriers to operate successfully within New Hampshire's labor laws. We encourage a successful, fair, and safe workplace throughout the Granite State.

### Department Totals

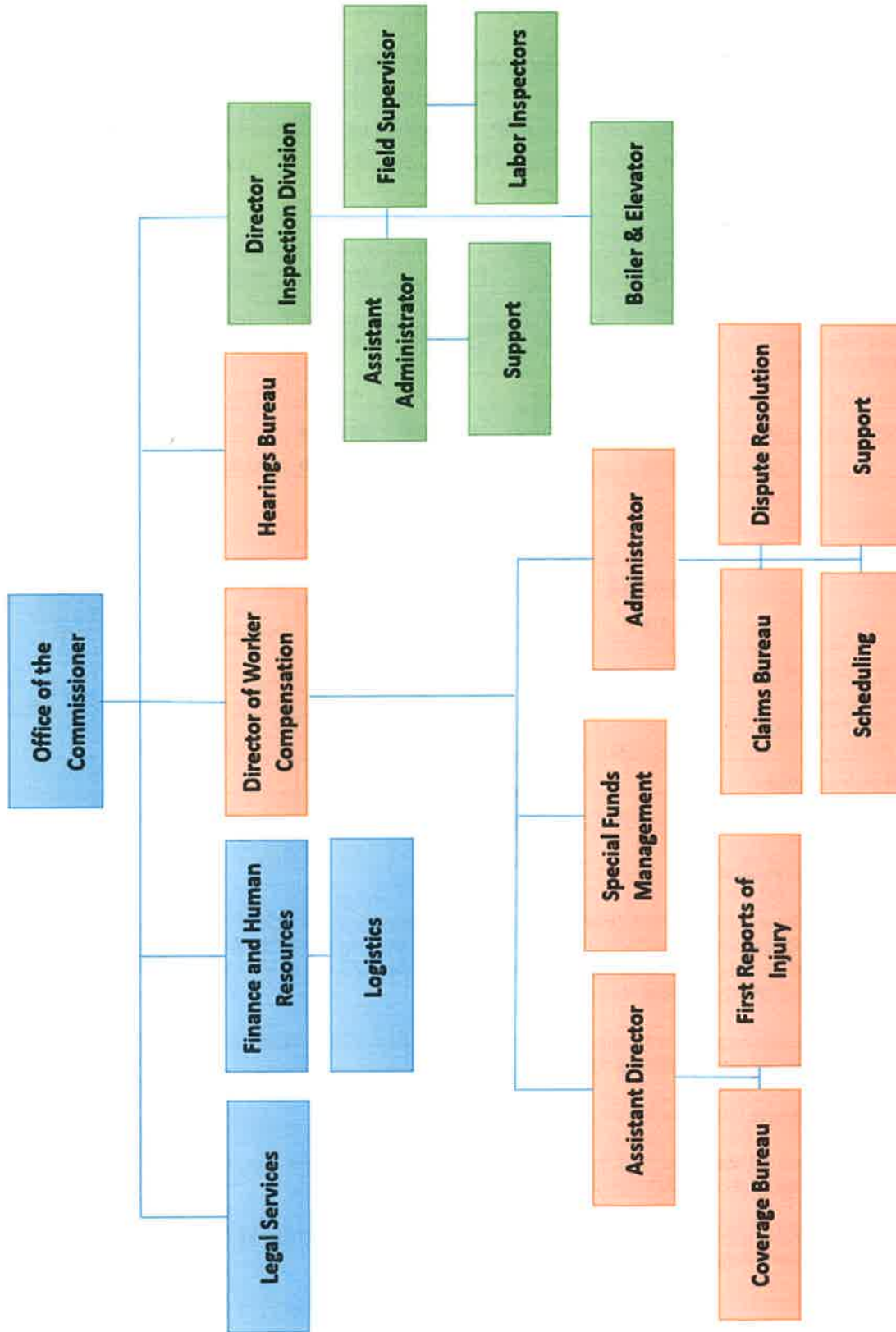
|                            |                     | SFY 2020           | SFY 2021            | SFY 2022                              | SFY 2022                 | SFY 2022            | SFY 2023                              | SFY 2023                 | SFY 2023            |
|----------------------------|---------------------|--------------------|---------------------|---------------------------------------|--------------------------|---------------------|---------------------------------------|--------------------------|---------------------|
|                            |                     | Actual             | Adjusted Authorized | <u>Efficiency Expenditure Request</u> | <u>Prioritized Needs</u> | Total Request       | <u>Efficiency Expenditure Request</u> | <u>Prioritized Needs</u> | Total Request       |
| <b>100% Other Funds</b>    |                     |                    |                     |                                       |                          |                     |                                       |                          |                     |
| 006                        | Restricted Fund     | \$1,647,769        | \$2,031,483         | \$1,418,659                           | \$56,426                 | \$1,475,085         | \$1,477,164                           | \$56,664                 | \$1,533,828         |
| 009                        | Administration Fund | \$7,018,202        | \$8,620,561         | \$8,149,840                           | \$598,451                | \$8,748,291         | \$8,493,204                           | \$607,356                | \$9,100,560         |
|                            | <b>Total</b>        | <b>\$8,665,971</b> | <b>\$10,652,044</b> | <b>\$9,568,499</b>                    | <b>\$654,877</b>         | <b>\$10,223,376</b> | <b>\$9,970,368</b>                    | <b>\$664,020</b>         | <b>\$10,634,388</b> |
| <b>Target</b>              |                     |                    |                     | <b>\$9,581,215</b>                    |                          |                     | <b>\$9,982,522</b>                    |                          |                     |
| <b>Over/(Under) Target</b> |                     |                    |                     | <b>(\$12,716)</b>                     |                          |                     | <b>(\$12,154)</b>                     |                          |                     |

### Positions

|                                  | SFY 2020   | SFY 2021   | SFY 2022       | SFY 2022                 | SFY 2022      | SFY 2023       | SFY 2023                 | SFY 2023      |
|----------------------------------|------------|------------|----------------|--------------------------|---------------|----------------|--------------------------|---------------|
|                                  | Actual     | Authorized | <u>Request</u> | <u>Prioritized Needs</u> | Total Request | <u>Request</u> | <u>Prioritized Needs</u> | Total Request |
| Perm Classified                  | 92         | 92         | 92             | 0                        | 92            | 92             | 0                        | 92            |
| Unclassified                     | 2          | 2          | 2              | 0                        | 2             | 2              | 0                        | 2             |
| <b>Total Permanent Positions</b> | <b>94</b>  | <b>94</b>  | <b>94</b>      | <b>0</b>                 | <b>94</b>     | <b>94</b>      | <b>0</b>                 | <b>94</b>     |
| Part-Time Positions              | 10         | 10         | 6              | 0                        | 6             | 6              | 0                        | 6             |
| <b>Total Positions</b>           | <b>104</b> | <b>104</b> | <b>100</b>     | <b>0</b>                 | <b>100</b>    | <b>100</b>     | <b>0</b>                 | <b>100</b>    |

**Statutory Basis:** RSA 273 Department of Labor Organizational; RSA 275 Protective Legislation; RSA-D Displaced Homemakers; RSA 276-A Youth Employment; RSA 277 Safety & Health; RSA 277-A Workers' Right to Know; RSA 278 Apprenticeship Law; RSA 279 Minimum Wage; RSA 281-A Workers' Compensation Law; RSA 157-A Boiler Law, RSA 157-B Elevator Law, RSA 275-A Citizens Job Protection; LAB 100-700 & 1500

# New Hampshire Department of Labor



## LAB260010 Division of Administration and Support

The Division of Administration and Support AU 60000000 provides Department-wide leadership and vision for the staff and programs of the agency. This division includes the offices of the Commissioner and Deputy Commissioner, as well as centralized functions including finance, budget, human resources, payroll, legal services and other agency-wide administrative support functions.

|                                             |                     | SFY 2020           | SFY 2021               | SFY 2022                                      | SFY 2022                     | SFY 2022           | SFY 2023                                      | SFY 2023                     | SFY 2023           |
|---------------------------------------------|---------------------|--------------------|------------------------|-----------------------------------------------|------------------------------|--------------------|-----------------------------------------------|------------------------------|--------------------|
| LAB260010 Admin-Support<br>100% Other Funds |                     | Actual             | Adjusted<br>Authorized | <u>Efficiency<br/>Expenditure<br/>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request   | <u>Efficiency<br/>Expenditure<br/>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request   |
| 006                                         | Restricted Fund     | \$135,596          | \$149,307              | \$298,210                                     | \$56,426                     | \$354,636          | \$306,817                                     | \$56,664                     | \$363,481          |
| 009                                         | Administration Fund | \$1,226,460        | \$1,349,831            | \$2,683,888                                   | \$507,834                    | \$3,191,722        | \$2,761,355                                   | \$509,984                    | \$3,271,339        |
| <b>Total</b>                                |                     | <b>\$1,362,056</b> | <b>\$1,499,138</b>     | <b>\$2,982,098</b>                            | <b>\$564,260</b>             | <b>\$3,546,358</b> | <b>\$3,068,172</b>                            | <b>\$566,648</b>             | <b>\$3,634,820</b> |

### Positions

|                                      |  | SFY 2020  | SFY 2021   | SFY 2022       | SFY 2022                     | SFY 2022         | SFY 2023       | SFY 2023                     | SFY 2023         |
|--------------------------------------|--|-----------|------------|----------------|------------------------------|------------------|----------------|------------------------------|------------------|
|                                      |  | Actual    | Authorized | <u>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request | <u>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request |
| Perm Classified                      |  | 10        | 10         | 13             | 0                            | 13               | 13             | 0                            | 13               |
| Unclassified                         |  | 2         | 2          | 2              | 0                            | 2                | 2              | 0                            | 2                |
| <b>Total Permanent<br/>Positions</b> |  | <b>12</b> | <b>12</b>  | <b>15</b>      | <b>0</b>                     | <b>15</b>        | <b>15</b>      | <b>0</b>                     | <b>15</b>        |
| Part-Time Positions                  |  | 2         | 2          | 0              | 0                            | 0                | 0              | 0                            | 0                |
| <b>Total Positions</b>               |  | <b>14</b> | <b>14</b>  | <b>15</b>      | <b>0</b>                     | <b>15</b>        | <b>15</b>      | <b>0</b>                     | <b>15</b>        |

#### Prioritized Needs Requests:

**Priority #1:** Purchase of OnBase modules and ImageSoft services for the conversion of existing Department webforms, purchase and implement ImageForms enhancement, purchase and implement TrueSign for external customers and replace existing Import word functionality in the current IBM AS400. All of these products and services will enhance and improve customer service for citizens. **SFY22: \$85,000 SFY23: \$50,000**

**Priority #2:** Complete migration from the IBM AS400 to the new OnBase document management system purchased in the current biennium. **SFY22: \$300,890 SFY23: \$333,690**

**Priority #3:** Please see Inspection Division.

**Priority #4:** Prioritized needs identified by the Department of Administrative Services relative to the rental costs for the Spaulding Building. **SFY22: \$39,227 SFY23: \$38,735**

**Priority #5:** Prioritized needs identified by the Department of Information Technology relative to shared and direct positions supporting the Labor Department. **SFY22: \$139,143 SFY23: \$144,223**

### INS260510 Inspection Division

The Inspection Division AU 61000000 includes Labor Inspection and Compliance Inspectors, Boiler and Elevator Inspectors, and Administration and Support. Field personnel conduct inspections of establishments for compliance of all laws, handle complaints, assist new businesses, and perform physical inspections of elevators, boilers and pressure vessels. Trainings for businesses are conducted throughout the year. We have increased our use of webinars as it allows us to do specialized content and to reach more people throughout the state.

|                                                   |                     | SFY 2020    | SFY 2021               | SFY 2022                                      | SFY 2022                     | SFY 2022         | SFY 2023                                      | SFY 2023                     | SFY 2023         |
|---------------------------------------------------|---------------------|-------------|------------------------|-----------------------------------------------|------------------------------|------------------|-----------------------------------------------|------------------------------|------------------|
| INS260510 Inspection Division<br>100% Other Funds |                     | Actual      | Adjusted<br>Authorized | <u>Efficiency<br/>Expenditure<br/>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request | <u>Efficiency<br/>Expenditure<br/>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request |
| 006                                               | Restricted Fund     | \$1,511,173 | \$1,881,176            | \$1,118,649                                   | \$0                          | \$1,118,649      | \$1,168,497                                   | \$0                          | \$1,168,497      |
| 009                                               | Administration Fund | \$1,523,711 | \$1,839,433            | \$1,669,751                                   | \$90,617                     | \$1,760,368      | \$1,743,384                                   | \$97,372                     | \$1,840,756      |
| Total                                             |                     | \$3,034,884 | \$3,720,609            | \$2,788,400                                   | \$90,617                     | \$2,879,017      | \$2,911,881                                   | \$97,372                     | \$3,009,253      |

### Positions

|                                      | SFY 2020  | SFY 2021   | SFY 2022       | SFY 2022                     | SFY 2022         | SFY 2023       | SFY 2023                     | SFY 2023         |
|--------------------------------------|-----------|------------|----------------|------------------------------|------------------|----------------|------------------------------|------------------|
|                                      | Actual    | Authorized | <u>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request | <u>Request</u> | <u>Prioritized<br/>Needs</u> | Total<br>Request |
| Perm Classified                      | 37        | 37         | 36             | 0                            | 36               | 36             | 0                            | 36               |
| Unclassified                         | 0         | 0          | 0              | 0                            | 0                | 0              | 0                            | 0                |
| <b>Total Permanent<br/>Positions</b> | <b>37</b> | <b>37</b>  | <b>36</b>      | <b>0</b>                     | <b>36</b>        | <b>36</b>      | <b>0</b>                     | <b>36</b>        |
| Part-Time Positions                  | 4         | 4          | 2              | 0                            | 2                | 2              | 0                            | 2                |
| <b>Total Positions</b>               | <b>41</b> | <b>41</b>  | <b>86</b>      | <b>0</b>                     | <b>38</b>        | <b>38</b>      | <b>0</b>                     | <b>38</b>        |

#### Prioritized Needs Request:

**Priority #3:** Funding for the vacant Chief Elevator Inspector position. SFY22: \$90,617 SFY23: \$97,372

### INS260510 Inspection Division Statistics

|                                      | SFY 2018    | SFY 2019    | SFY 2020    |
|--------------------------------------|-------------|-------------|-------------|
| Wages Recovered                      | \$1,709,483 | \$1,549,104 | \$2,292,214 |
| Wage & Hour Inspections              | 779         | 675         | 836         |
| Informal Settlement Hearings         | 215         | 221         | 173         |
| Boiler & Pressure Vessel Inspections | 11,442      | 10,508      | 9,901       |
| Elevator Inspections                 | 5,498       | 5,403       | 5,439       |
| Wage & Hour Training Seminars        | 48          | 41          | 21*         |
| Employers Attending Seminars         | 2,837       | 2,637       | 823*        |

\*The entire 2020 spring series of training seminars were cancelled due to the public health emergency.

### WKC261010 Workers Compensation Division

The Workers Compensation Division AU 62000000 implements and regulates the workers' compensation statute and platform. This includes ensuring that employers secure and retain workers' compensation insurance coverage, implementation and oversight of compliance with payment of medical and indemnity benefits and administration of claims. Providing a platform for adjudication of disputed claims; providing guidance and oversight in the rehabilitation of injured workers; review, oversight and approval of self-insurance licensure, and administration of three special funds: special fund for active cases, special fund for second injuries and the administration fund. The Division's revenues are drawn from the administration fund assessed against workers' compensation insurance carriers per RSA 281-A:59. Additionally, the Division's administrative and clerical staff provide support to the Compensation Appeals Board (33 members appointed by the Governor and Executive Council).

|     |                                                 | SFY 2020           | SFY 2021            | SFY 2022                              | SFY 2022                 | SFY 2022           | SFY 2023                              | SFY 2023                 | SFY 2023           |
|-----|-------------------------------------------------|--------------------|---------------------|---------------------------------------|--------------------------|--------------------|---------------------------------------|--------------------------|--------------------|
|     | WKC261010 Workers Compensation 100% Other Funds | Actual             | Adjusted Authorized | <u>Efficiency Expenditure Request</u> | <u>Prioritized Needs</u> | Total Request      | <u>Efficiency Expenditure Request</u> | <u>Prioritized Needs</u> | Total Request      |
| 009 | Administration Fund                             | \$4,251,054        | \$5,426,296         | \$3,780,000                           | \$0                      | \$3,780,000        | \$3,971,814                           | \$0                      | \$3,971,814        |
|     | <b>Total</b>                                    | <b>\$4,251,054</b> | <b>\$5,426,296</b>  | <b>\$3,780,000</b>                    | <b>\$0</b>               | <b>\$3,780,000</b> | <b>\$3,971,814</b>                    | <b>\$0</b>               | <b>\$3,971,814</b> |

#### Positions

|                                  | SFY 2020  | SFY 2021   | SFY 2022       | SFY 2022                 | SFY 2022      | SFY 2023       | SFY 2023                 | SFY 2023      |
|----------------------------------|-----------|------------|----------------|--------------------------|---------------|----------------|--------------------------|---------------|
|                                  | Actual    | Authorized | <u>Request</u> | <u>Prioritized Needs</u> | Total Request | <u>Request</u> | <u>Prioritized Needs</u> | Total Request |
| Perm Classified                  | 45        | 45         | 43             | 0                        | 43            | 43             | 0                        | 43            |
| Unclassified                     | 0         | 0          | 0              | 0                        | 0             | 0              | 0                        | 0             |
| <b>Total Permanent Positions</b> | <b>45</b> | <b>45</b>  | <b>43</b>      | <b>0</b>                 | <b>43</b>     | <b>43</b>      | <b>0</b>                 | <b>43</b>     |
| Part-Time Positions              | 4         | 4          | 4              | 0                        | 4             | 4              | 0                        | 4             |
| <b>Total Positions</b>           | <b>49</b> | <b>49</b>  | <b>47</b>      | <b>0</b>                 | <b>47</b>     | <b>47</b>      | <b>0</b>                 | <b>47</b>     |

### WKC261010 Workers Compensation Division Statistics

|                                   | SFY 2018  | SFY 2019  | SFY 2020    |
|-----------------------------------|-----------|-----------|-------------|
| First Reports of Injury Processed | 43,528    | 45,891    | 32,550      |
| Formal Hearings (includes W & H)  | 1,698     | 1,685     | 1,122       |
| Appeals Board Decisions           | 135       | 143       | 131         |
| WC Coverage Civil Penalties       | \$670,127 | \$908,773 | \$1,241,993 |

| TOTAL DEPT OF LABOR                        | FY 2020 ACT | FY 2021 ADJ AUTH | FY 2022 EFFIC BUDGET | \$ CHG      | % CHG  | FY 2023 EFFIC BUDGET | \$ CHG   | % CHG  | FY 2022 ADDL PRIOR NEEDS | FY 2022 ADDL PRIOR NEEDS |
|--------------------------------------------|-------------|------------------|----------------------|-------------|--------|----------------------|----------|--------|--------------------------|--------------------------|
| 010 Personal Services-Perm. Classi         | 3,643,604   | 4,351,028        | 3,929,600            | (421,428)   | -9.7%  | 4,175,559            | 245,959  | 6.3%   | 57,954                   | 62,602                   |
| 011 Personal Services-Unclassified         | 124,580     | 125,480          | 125,479              | (1)         | 0.0%   | 130,271              | 4,792    | 3.8%   | -                        | -                        |
| 012 Personal Services-Unclassified         | 108,733     | 114,390          | 118,105              | 3,715       | 3.2%   | 122,637              | 4,532    | 3.8%   | -                        | -                        |
| 017 FT Employees Special Payments          | 92,912      | 100,000          | 130,000              | 30,000      | 30.0%  | 70,001               | (59,999) | -46.2% | -                        | -                        |
| 018 Overtime                               | -           | -                | 3,000                | 3,000       | -      | 3,000                | -        | 0.0%   | -                        | -                        |
| 020 Current Expenses                       | 135,216     | 226,816          | 202,000              | (24,816)    | -10.9% | 202,000              | -        | 0.0%   | -                        | -                        |
| 022 Rents-Leases Other Than State          | 11,454      | 22,924           | 15,000               | (7,924)     | -34.6% | 15,000               | -        | 0.0%   | -                        | -                        |
| 024 Maint. Other Than Build.- Grnds        | 1,856       | 7,500            | 2,000                | (5,500)     | -73.3% | 2,000                | -        | 0.0%   | -                        | -                        |
| 026 Organizational Dues                    | 3,312       | 4,800            | 5,250                | 450         | 9.4%   | 5,250                | -        | 0.0%   | -                        | -                        |
| 027 Transfers To Oit                       | 953,498     | 1,340,197        | 822,653              | (517,544)   | -38.6% | 831,784              | 9,131    | 1.1%   | 525,033                  | 527,913                  |
| 028 Transfers To General Services          | 293,925     | 322,510          | 289,626              | (32,884)    | -10.2% | 296,588              | 6,962    | 2.4%   | 39,227                   | 38,735                   |
| 030 Equipment New/Replacement              | 78,964      | 71,206           | 80,000               | 8,794       | 12.4%  | 85,000               | 5,000    | 6.3%   | -                        | -                        |
| 039 Telecommunications                     | 56,329      | 68,025           | 77,000               | 8,975       | 13.2%  | 77,000               | -        | 0.0%   | -                        | -                        |
| 040 Indirect Costs                         | 107,813     | 189,070          | 189,070              | -           | 0.0%   | 189,070              | -        | 0.0%   | -                        | -                        |
| 046 Consultants                            | -           | 1                | 1                    | -           | 0.0%   | 1                    | -        | 0.0%   | -                        | -                        |
| 049 Transfer to Other State Agenci         | 2,539       | 3,745            | 8,745                | 5,000       | 133.5% | 8,745                | -        | 0.0%   | -                        | -                        |
| 050 Personal Service- Temp/Appointe        | 220,692     | 211,100          | 210,371              | (729)       | -0.3%  | 214,578              | 4,207    | 2.0%   | -                        | -                        |
| 057 Books, Periodicals, Subscripti         | 4,060       | 4,450            | 4,450                | -           | 0.0%   | 4,450                | -        | 0.0%   | -                        | -                        |
| 060 Benefits                               | 2,092,175   | 2,557,740        | 2,490,684            | (67,056)    | -2.6%  | 2,616,631            | 125,947  | 5.1%   | 32,663                   | 34,770                   |
| 064 Ret-Pension Bene-Health Ins            | 349,576     | 383,400          | 302,354              | (81,046)    | -21.1% | 334,852              | 32,498   | 10.7%  | -                        | -                        |
| 065 Board Expenses                         | 308,938     | 430,420          | 420,420              | (10,000)    | -2.3%  | 430,420              | 10,000   | 2.4%   | -                        | -                        |
| 066 Employee Training                      | 5,000       | 5,000            | 28,000               | 23,000      | 460.0% | 35,000               | 7,000    | 25.0%  | -                        | -                        |
| 070 In-State Travel Reimbursement          | 33,654      | 70,529           | 60,000               | (10,529)    | -14.9% | 65,000               | 5,000    | 8.3%   | -                        | -                        |
| 080 Out-Of State Travel                    | 217         | 8,750            | 9,250                | 500         | 5.7%   | 8,750                | (500)    | -5.4%  | -                        | -                        |
| 089 Transfer to DAS Maintenance            | 18,750      | 18,750           | 18,750               | -           | 0.0%   | 18,750               | -        | 0.0%   | -                        | -                        |
| 211 Catastrophic Casualty Insurance        | 197         | 8,212            | 8,690                | 478         | 5.8%   | 9,530                | 840      | 9.7%   | -                        | -                        |
| 061 Unemployment Compensation              | -           | 1                | 1                    | -           | 0.0%   | 1                    | -        | 0.0%   | -                        | -                        |
| 062 Workers Compensation                   | 17,977      | 6,000            | 18,000               | 12,000      | 200.0% | 18,500               | 500      | 2.8%   | -                        | -                        |
| EXPENDITURE TOTAL                          | 8,665,971   | 10,652,044       | 9,568,499            | (1,083,545) | -10.2% | 9,970,368            | 401,869  | 4.2%   | 654,877                  | 664,020                  |
| 402207 W C Insurance Assessments(Adm)      | 7,018,202   | 8,620,561        | 8,149,840            | (470,721)   | -5.5%  | 8,493,204            | 343,364  | 4.2%   | 598,451                  | 607,356                  |
| 406979 Inspection Fee-Certificate-Licenses | 1,647,769   | 2,031,483        | 1,418,659            | (612,824)   | -30.2% | 1,477,164            | 58,505   | 4.1%   | 56,426                   | 56,664                   |
| REVENUE TOTAL                              | 8,665,971   | 10,652,044       | 9,568,499            | (1,083,545) | -10.2% | 9,970,368            | 401,869  | 4.2%   | 654,877                  | 664,020                  |

