

APPENDIX II-C

RULEMAKING NOTICE FORM

NOTE: ADDITIONAL NOTICE

See page one of the instructions regarding additional notice, especially notice to standing policy committees under circumstances described in RSA 541-A:10, I.

Notice Number _____

Rule Number Lab 401 - Lab 407

1. Agency Name & Address:

**Department of Labor
95 Pleasant St
Concord NH 03301**

2. RSA Authority: RSA 281-A:60, I

3. Federal Authority: _____

4. Type of Action:

Adoption _____

Amendment _____

Repeal X

Readoption X

Readoption w/amendment X

5. Short Title: **Workers Compensation Self Insurance**

6. (a) Summary of what the rule says and of any proposed amendments:

These rules concern the procedures for an employer to be permitted to self-insure for its workers' compensation obligation, rather than being covered by a commercial carrier. Amendments clarify that a group of political subdivisions must supply a guarantee to self-insure. Lab 407, the part on how to complete the forms, is being repealed, and the actual forms are being included in an appendix.

All of the existing rules are scheduled to expire 11/1/15 but are subject to extension pursuant to RSA 541 A:14-a.

6. (b) Brief description of the groups affected:

This rule affects employers which intend to be self-insured in whole for workers' compensation obligations.

6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

See attached appendix

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7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name: **Sue Hines** Title: **Administrative Assistant**
Address: **95 Pleasant St** Phone #: **271-3172**
Concord NH 03301 Fax#: **271-2581**
E-mail: Susan.Hines@dol.nh.gov
TTY/TDD Access: Relay NH 1-800-735-2964
or dial 711 (in NH)

8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **November 19, 2015**

Fax E-mail Other format (specify):

9. Public hearing scheduled for:

Date and Time: **November 12, 2015 at 2:00 PM**

Place: **Department of Labor 95 Pleasant St Concord NH 03301**

10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 15:177, dated October 9, 2015

11. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

These rules do not mandate or assign any new, expanded or modified programs or responsibilities to any political subdivision in such a way as to necessitate additional local expenditures by the political subdivision.

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INSTRUCTIONS FOR THE RULEMAKING NOTICE FORM

NOTE:

Completion of this notice is required pursuant to RSA 541-A:6, I for publication by the Administrative Rules office in the New Hampshire Rulemaking Register pursuant to RSA 541-A:9, I(a). Other notice may also be required to be sent by the agency to other persons pursuant to RSA 541-A:6, III, RSA 541-A:10, I, and RSA 541-A:39. See Section 2.6 of Chapter 3 of the Drafting and Procedure Manual for Administrative Rules (Manual) about these other notices.

In particular, pursuant to RSA 541-A:10, I, as amended effective 7-30-11, "the first time a rule is proposed to implement newly-enacted state authority", the agency must also send an electronic copy of the notice and proposed rule, or paper copy if necessary, to the chairs of the House and Senate standing policy committees to which the authority was originally referred. If the authority was not referred originally to such a committee, the agency must send the notice and proposed rule to the Speaker of the House and the Senate President for appropriate distribution. In the view of the Joint Legislative Committee on Administrative Rules, "newly enacted" means adopted on or after July 30, 2011.

The first unnumbered item to the left of the form is labeled "Notice Number" and shall be left blank. The number of each notice will be assigned by the Administrative Rules office.

The second unnumbered item to the right of the form is the rule number of the proposed rule(s) in the codification scheme described in Part 1 of Chapter 4 in the Manual. The number shall be correctly identified, such as Agr 501.03(e) and not Agr 501.03 if only paragraph (e) is being filed. A summary may be used, such as "Agr 502, various sections," if there is not enough space to list all the rules.

Item 1 is the name and address of the agency with rulemaking authority. This is the individual or group named in the RSA passage delegating authority, which is cited in Item 2. However, where an individual rulemaker is involved, such as a Commissioner, Division Director, or Bureau Chief, the name of the office may be used, such as "Department of," "Division of," or "Bureau of."

Item 2 shall be a citation to the specific statutory passage indicating RSA chapter, section, and paragraph delegating the agency rulemaking authority, for example: RSA 309-A:2, III, not RSA 309-A.

Item 3 shall cite the Federal authority, if applicable.

Item 4 shall be checked to indicate the type(s) of rulemaking action proposed. Five types are listed, as described below:

(a) "Adoption" means that a new section, part, or chapter is being inserted or an expired one is being reinstated. The term only applies to the insertion of whole sections, parts, and chapters, but does not apply to insertions of text less than an entire section.

(b) "Amendment" means that a subdivision in a section of an existing rule (that is, a currently effective text) is being changed, either by insertion or deletion of text, but the text of that entire section is not intended to be readopted and has not been included for re-adoption. The term applies only to insertion or deletion of text at the level of a paragraph or lower, and does not apply to insertions of whole sections, parts, and chapters.

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(c) "Repeal" means to eliminate an entire section or sections of an existing rule with no rule in its place or with a rule on a different subject area instead.

(d) "Readoption" means that an existing rule is being adopted again without change.

(e) "Readoption with amendment" means that a section or a larger unit of an existing rule is being changed, and the entire text of that section, or larger unit, of the existing rule is being included for purposes of readoption.

Item 5 is a "short title", and shall be a brief description of the subject matter in key words and not merely repeat the rule number affected. The rule's "short title" is a quick way of identifying what the rule is about.

Item 6 is the summary and analysis required by RSA 541-A:6, I(f) and (g) and the identification required by RSA 541-A:3-a, which shall include at least the following:

(a) A summary of what the rule says and of any amendments, clarifying any ambiguity due to multiple rulemaking actions in one proposal;

(b) A brief description of groups affected; and

(c) The specific section or sections of state statute or federal statute or regulation which the rule is intended to implement.

The agency shall number the paragraphs in its analysis of Items 6(a), 6(b), and 6(c) to correspond to the above.

It shall also be clear from the context in the summary and analysis in Item 6(a) what the consequences would be if the rule were not adopted.

See Section 2.4 of Chapter 3 in the Manual. Item 6(c) is not the rulemaking authority under Item 2 or Item 3. Item 6(c) contains the specific section(s) or provisions of the RSA or federal statute or regulation, that the rule is meant to implement. For example, authority to adopt rules pursuant to RSA 541-A on license procedures could be in one RSA section, but a provision requiring that a person obtain a license (implemented by rules on license procedures) might be in a different section. The citation under Item 2 would be the same as in Item 6(c) only if the RSA rulemaking authority and the specific RSA provision being implemented are in the same RSA section or provision.

A list of cross-references will be necessary in Item 6(c) if different portions of the rule relate to different sections or provisions of state or federal statutes or regulations. Pursuant to RSA 541-A:3-a, III:

General references to the name or title of a state or federal statute or regulation shall not suffice for the purposes of this section. To the extent that specific provisions of the proposed rule are designed to implement different sections or provisions of state or federal statutes or regulations, the agency shall reference the state or federal statutes or regulation with the provision of the proposed rule that is intended to implement that statute or regulation.

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Item 6(c) may be submitted as an attached cross-reference table on a separate sheet if necessary. The same information must be submitted as an appendix to the rules. See Section 2.5 of Chapter 3 in the Manual.

Item 7 shall identify the name, title, address, telephone and fax numbers, and e-mail address, of a person in the agency who can supply copies of the proposed rule and answer questions about it including requests to accommodate persons with disabilities in the rulemaking process.

Item 8 shall be the deadline for submission of materials in writing or, if practicable for the agency, in electronic format (such as fax, e-mail, or on diskette). Pursuant to RSA 541-A:11, I, this deadline shall be at least 5 business days after the public hearing(s), but if the rule is proposed by a group, such as a board or commission, that agency may specify a shorter period in the notice provided that the deadline is not earlier than the scheduled conclusion of the public hearing(s). Specify the electronic format, if any, that is practicable for your agency.

Item 9 shall be the date, time, and place of the agency's public hearing(s) required by RSA 541-A:11, I. Pursuant to RSA 541-A:6, I, the agency shall give at least 20 days' notice of the hearing. The notice period shall begin on the day after the date of publication in the Rulemaking Register. Therefore the date of the first hearing shall be no earlier than 3 weeks after the online publication date of the Rulemaking Register containing the notice, which is Thursday, or earlier if Thursday is a holiday.

Item 10 shall consist of the fiscal impact statement prepared by the Legislative Budget Assistant. When it receives the fiscal impact statement, the agency shall either retype this as part of the notice form and shall not amend it, or submit the original document as received from the Legislative Budget Assistant, provided the agency keeps a photocopy for its own records.

Item 11 shall contain a statement which the agency shall prepare. Pursuant to RSA 541-A:6, I(j), it is the statement that the proposed rule does not violate Part I, Article 28-a of the N.H. Constitution. It shall contain the agency's concise rationale, in compliance with Section 2.4 of Chapter 3 in the Manual, why it does not.