

What Transferring Employees Need to Know

Over the next few months, we will continue to provide answers to questions for transferring employees. Have a question you'd like to see in the next update? Email the [DCYF Implementation Office](#).

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For Current DCYF Employees

Where can I get lunch near 444 Lafayette?

Nearby lunch options include Subway, The Buttered Tin, Keys Café & Bakery, Lunds & Byerlys and The Bulldog Lowertown.

How do I connect to a printer?

There are six multi-function devices on the DCYF floors of Lafayette that employees may print to. For instructions on how to connect to a new printer, please use [the DHS printer installation page](#).

Is there a gym or workout area nearby?

444 Lafayette has a fitness center in the lower level. Membership costs \$120 annually. Employees who don't want to use the exercise equipment but still want access to the fitness centers can contact the site coordinator to obtain access to the rooms, i.e., to use the showers or the open floor space for stretching or exercising. Access to these facilities is available through the [DHS Fitness Club](#).

Where do I pick up my DCYF badge?

Employees transferring from agencies other than DHS and new state employees will get an entirely new badge. Staff transferring from DHS will need to pick up a new overlay for their existing badge. An overlay is a type of sticker that will change the branding of the badge to DCYF.

Employees who transferred in October 2024 should plan to pick up their new badge or badge overlay by January 31, 2025 from the Info Desk at 444 Lafayette Road North. Employees who transferred in July 2024 who have not yet picked up their badge will be able to pick that up from their supervisor.

What office space is available for DCYF employees?

Transferring staff who plan to work from the office at least three days a week will get a designated workstation assigned to them. Staff who do not work in the office at least three days a week will not have an assigned workstation but will have the ability to work from workstations on the 3rd floor of 444 Lafayette when they come into the office. Maps of DCYF office space are included in employee welcome packets.

What policies are in place for employees at DCYF?

The Implementation Office developed [initial administrative policies](#) for DCYF through the Legal and Compliance Workstream. These policies will be applicable upon employees' transfer to DCYF.

During the next transition year, some policies will continue to point back to the originating agencies. DCYF administrative policies will also include guidance about how policies from DHS or MDE will apply to different divisions. At this time:

- Financial policies from DHS will apply to employees transferring from DHS, and MDE policies to employees transferring from MDE. This aligns with the decision to use accounting structures from originating agencies during the transition year to July 2025.
- Building policies from DHS will apply to all DCYF employees. This aligns with the decision to use the 444 Lafayette Building through June 30, 2026.

This approach will enable DCYF to use the transition year to customize policies and procedures within the enterprise framework that align with the new agency's approach.

What is the retention schedule for emails and chats at DCYF?

A retention schedule for DCYF emails and Microsoft Teams chats and channels has been approved by the DCYF Steering Team.

For current DCYF employees, all emails within Outlook inboxes, calendars, and sent folders will auto-delete after 365 days. Deleted emails will auto-delete after 30 days. Microsoft Teams chats will be deleted after three days.

For employees who leave DCYF, email accounts will auto-delete 30 days after off-boarding. Supervisors and managers may request a retention period of longer than 30 days if there is an ongoing litigation hold or active audit in place.

What do I do if something goes wrong?

MNIT teams are working hard to set up and test the systems and services that employees access every day to address any technical needs for DCYF. However, we know that IT questions, issues with equipment, and system outages can arise. If you have transferred to DCYF and need system or application support, or experience equipment malfunctions or connectivity issues that impact your ability to perform your job duties, you should notify your supervisor immediately. MNIT Hypercare services are available to you as a DCYF transfer to help address technical issues. Employees should contact MNIT Hypercare services, after notifying their supervisor of the issue, by submitting an online ticket on the [Minnesota Service Hub](#), calling 651-297-1111 (toll-free 888-717-6638), or visiting the on-site support location in person. More information can be found on the [Transfer Hub Hypercare page](#).

[For Employees Transferring to DCYF](#)

What can I do to prepare for DCYF?

We know this can feel like a big change. There are leaders and teams across state government working to support a seamless transition for you. Much of the work to transition emails and files, continue to expand an agency intranet and more is being performed by teams at Minnesota Management and Budget (MMB), MNIT, and your agency. These leadership teams are here to support you and identify any actions that you need to take. You will receive any concrete action steps from your supervisor.

This is also an opportunity to explore, build and transform programs and services to realize the vision of putting children and youth at the center of state government. This is a great time to reflect on this goal, what opportunities you see, and how you want to engage and be a part of building the mission, vision and values of DCYF over the transition year.

What main steps need to be done to be prepared for the transfer?

Before you transfer, your supervisors will receive more detailed information and action steps for off-boarding tasks. Implementation leaders across your agencies, MNIT and MMB have been working to create a smooth process for you. Many off-boarding tasks do not require action on the part of transferring employees, and some off-boarding tasks are optional, such as changes to the employee's parking arrangements, if desired.

There will be some action items for you to complete such as submitting final timesheets and expense reports, cleaning out and saving/forwarding any necessary voicemails for landlines and softphones, reviewing transition procedures, and making plans for ID badge pick up and optional parking options. For central operations areas in which teams are being split, supervisors will have specific action steps to review with employees such as reviewing in-progress assignments and coordinating information hand-off to supervisors and/or co-workers.

When will I receive my notification of transfer?

All transferring employees will be given at least 30 days' notice of transfer.

I've received my notice of transfer. What now?

We recommend reviewing the [DCYF employee intranet](#) to learn more about the new agency. There will be opportunities to connect with other DCYF employees and the executive team through events like Implementation Office Hours. Ahead of transfer, please work with your supervisor to identify any projects or tasks that need to either be completed or transitioned to someone else on the team prior to moving to DCYF.

When can transferring programs begin using the DCYF logo on public materials?

The DCYF logo will be public on July 1 when the agency is established. The logo and Microsoft Office templates are available to DCYF staff and located on the [DCYF intranet](#). All uses of the logo and branded templates should align with the [State of Minnesota branding guidelines](#).

The transition to DCYF will be gradual. Many programs have a high volume of documents and materials that are moving, and programs will officially transfer in phases when staff transfer. Staff should update the logo and agency information as documents are used or reviewed on their usual maintenance schedule. The DCYF communications team is available to answer branding questions at communications.dcyf@state.mn.us.

Programs and staff transferring after July 2024 should use their originating agency logos publicly until their transfer date. You may begin rebranding materials to prepare for transfer but should not use the DCYF brand publicly until your transfer date.

***Will my already approved teleworking arrangement be changed as a result of the transfer?
Will I have to go into the office?***

The transfer to DCYF does not alter existing telework agreements and requirements for employees. DCYF will follow the statewide policy on telework, HR/LR Policy #1422, which outlines the eligibility and requirements of telework agreements. Individual telework agreements are discussed between employees and their supervisors at least annually.

Please note, transferring employees may be required to visit the physical office for onboarding activities like receiving their new badge. There will also be opportunities to connect in person and virtually as the new agency launches to help build relationships and work culture.

The temporary facility is at 444 Lafayette Road North in St. Paul, which is the current DHS office space for Children and Family Services and Office of Inspector General. Work is underway to identify long-term office space solutions for the new agency after the 18-month sublease term.

Will my pre-planned and approved vacation request(s) be honored?

Yes, any pre-planned and approved vacation request(s) will be honored.

Will I need to get a new laptop?

Employees transferring to DCYF from the Department of Human Services (DHS) will not need a new laptop, because DCYF is leveraging DHS domain. Employees transferring from the Department of Education (MDE) will receive a different laptop and docking station when they transfer to DCYF.

What should I do with my state-issued equipment?

For state-issued equipment other than laptops that employees use to work from home, such as chairs, monitors, keyboards, headsets, etc., transferring employees will not need to return these to their original agency and may keep this equipment to use for their work at DCYF. Transferring employees will receive more information about how to document this equipment at the new agency.

Will I need a new phone number?

To ensure that staff phone numbers are organized and easy to manage for DCYF and MNIT, MDE staff and most DHS staff transferring to DCYF will get new landline and/or softphone (Microsoft Teams) phone numbers to align with the state phone number structure. Phone numbers will not change for work cell phones, help desk or call center main numbers, or 1-800 lines. Find more information about phone number changes on the [Transfer Hub](#).

Why can current phone numbers not be transferred?

All state agencies have groups of phone numbers for their staff. For example, DHS staff have phone numbers between (651) 431-2000 and (651) 431-7999. DCYF will have its own group of phone numbers between (651) 539-7700 and (651) 539-8699.

Staff transferring to DCYF have hundreds of phone numbers across the DHS and MDE groups; they are not all in a clean, sequential range. Assigning these staff new numbers from the DCYF group will make it easier for both DCYF and MNIT to manage and support the new agency's phone numbers. This includes resolving technical and billing issues that may arise, processing onboards and offboards, assigning numbers to new applications (contact centers, interactive voice response systems), etc.

It will also unify staff transferring from the Departments of Human Services, Education, Health, and Public Safety under the new agency group of numbers. If someone calls your old number after it changes over, they will hear a recording that explains the phone number they are trying to reach has changed and share the new number. This recording will be available for two years after the phone number changes.

Who should I work with for human resources-related questions or functions?

Beginning July 31, 2024, all DCYF staff should contact the DCYF HR team for human resource needs. An [HR contact list](#) is available for reference. For employees transferring after July 2024, continue working with your originating agency HR team until your transfer.

DCYF HR has an interagency agreement with originating agencies' HR teams to support the critical work it does throughout the transition year.

Will classifications change?

Statute requires that no transferred employee shall have their employment status and job classification altered as a result of the transfer.

Additionally, employees who currently hold agency-specific classifications will still maintain their current classification at DCYF. For example, a Human Services Rep at DHS will be a Human Services Rep at DCYF.

What will new DHS organizational charts look like?

As announced by Commissioner Jodi Harpstead on May 28, DHS will be making changes to its organizational structure, effective in July, to best structure DHS for the future. As DCYF and Direct Care and Treatment (DCT) become their own separate agencies over the course of FY25, DHS will continue to review processes, policies, and structures to best align with its smaller size and opportunities to improve and innovate. Initial plans are available on [DHS InfoLink](#). DHS will continue to provide updates on DHS Today as well as in bi-weekly emails to staff, along with

opportunities to share input in the coming months. Please email agency.transitions.DHS@state.mn.us with questions or suggestions.

What will happen with joint products and resources for county and tribal eligibility workers?

DHS and DCYF will work together to coordinate and align where possible in our mutual work with counties and Tribes. For example, both agencies will use PartnerLink (formerly CountyLink) as a venue for communicating policy and fiscal information to counties and Tribes.

In addition, through the Minnesota Association of County Social Services Administrators (MACSSA), counties have identified a series of policy, operational, and fiscal elements that need to be closely coordinated, and the Implementation Office and DHS will be working through each of those elements with counties to establish the method by which those connections will be maintained or strengthened. These include Child Welfare services at DCYF and Medical Assistance coverage of Child Welfare-Targeted Case Management (CW-TCM) at DHS.

Where major program applications or systems support programs are supervised by both agencies, a lead agency will be identified and an approach to shared governance or decision-making will be in place.

Am I expected to come into the office on my transfer date?

Many welcome and onboarding events will occur virtually on employee transfer dates. Some transferring employees may need to come into the office to pick up a new laptop or equipment. Your supervisor may also request that you work from 444 Lafayette on your day of transfer.

How will I know who my supervisor will be at DCYF?

Transferring staff from program areas will largely keep their same reporting structure, with divisions reporting to the four Assistant Commissioners. For central operating areas or areas where teams are being split, this information will be communicated to employees directly in advance of transfer. The official notice of transfer for all transferring employees included either the name of their supervisor or the position if that position had not yet been filled.