

Physical Plant Department Delegation of Authority for Personnel Actions

Action	Authority	Supervisor/ Foreman	Manager/ Supt.	Asst. Dir.	Assoc. Dir.	Policy & Leave Admin.	Assoc. Dir. Admin.	Asst. V.P.	HR	Assoc. V.P.	V. P. Admin.	President
COMPENSATION												
Payment to Employees for Work Performed Outside Scope of Job Responsibilities and Employment in Excess of 100% (non-instructional activities)	SP 31.01 SR 31.01.01 UR 31.01.01.M1 SAP 31.01.99.M0.02	R1	R2	R3	R4			A - PHPL & hiring dept.				
Employment of Classified Personnel up to 10% above minimum rate.	SR 33.99.01 UR 31.01.01.M7	R1	R2	R3	R4		R5	A				
Employment of Classified Personnel more than 10% above minimum rate.	SR 33.99.01 UR 31.01.01.M7	R1	R2	R3	R4		R5	R6		R7	A	
Employment of Nonclassified Personnel up to 10% above the minimum rate.	SR 33.99.01 UR 31.01.01.M7	R1	R2	R3	R4		R5	A				
Employment of Nonclassified Personnel more than 10% above minimum rate.	SR 33.99.01 UR 31.01.01.M7	R1	R2	R3	R4		R5	R6		R7	A	
Promotion of Classified Personnel up to 10% above minimum rate.	SR 33.99.04 UR 31.01.01.M7	R1	R2	R3	R4		R5	A				
Promotion of Classified Personnel more than 10% above minimum rate.	SR 33.99.04 UR 31.01.01.M7	R1	R2	R3	R4		R5	R6		R7	A	
Promotion of Nonclassified Personnel up to 10% above minimum rate.	SR 33.99.04 UR 31.01.01.M7	R1	R2	R3	R4		R5	A				
Promotion of Nonclassified Personnel more than 10% above the minimum rate.	SR 33.99.04 UR 31.01.01.M7	R1	R2	R3	R4		R5	R6		R7	A	

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FLSA: Compensatory Time for Exempt Employees Holiday or other circumstance	SP 31.01 SR 31.01.02	R1	R2	R3	R4			A				
Creation/Reclassification of Classified Positions	SP 31.01 SR 31.01.01 UR 31.01.99.M2	R1	R2	R3	R4		R5	R6	A			
Creation/Retitling of Nonclassified Positions and Related Career Ladders	SP 31.01 SR 31.01.01 UR 31.01.99.M2	R1	R2	R3	R4		R5	R6	A			
Temporary Salary Increases	SP 31.01 SR 31.01.01 UR 31.01.01.M4	R1	R2	R3	R4		R5	R6	R7	R8	A	
EMPLOYEE RELATIONS												
PPM 1st Level Notice	PPM, Policy Rev. 4, 11/01/00	R1	A									
PPM 2nd Level Notice	PPM, Policy Rev. 4, 11/01/00	R1	A									
PPM 3rd Level Notice	PPM, Policy Rev. 4, 11/01/00	R1	R2	R4	R5	R3		A				
Suspension, Extended Suspension with Pay (Investigation)	SP 32.02 SR 32.02.02	R1	R2	R4	R5	R3		R6	R7	R8	R9	A
Reassignment, Demotion, and/or Salary Reduction for Disciplinary Reason	SP 32.02 SR 32.02.02 UR 32.02.02.M1	R1	R2	R5	R6	R3		A	R4			

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Dismissal/Termination	SP 32.02 SR 32.02.02 UR 32.02.02.M1	R1	R2	R5	R6	R3		A	R4			
Dismissal During the Probationary Period	SP 32.02 SR 32.02.02 SR 33.99.02	R1	R2	R4	R5	R3		A				
LEAVE												
Approval to Attend Conferences and Professional Meetings (in state & out of state)	SP 31.03 UR 31.03.03.M1	R1	R2	R3	A							
Sick Leave with Pay	SP 31.03 SR 31.03.02	A										
Sick Leave without Pay up to 30 working days <i>(Revised 10/22/01)</i>	SP 31.03 SR 31.03.02 UR 31.03.02.M1	R1	R2	R3	A							
Sick Leave without Pay for more than 30 working days (up to 35 additional working days) <i>(Revised 10/22/01)</i>	SP 31.03 SR 31.03.02 UR 31.03.02.M1	R1	R2	R4	R5	R3		A				
Sick Leave Pool <i>(Revised 11/27/01)</i>	SP 31.06 SR 31.06.01	R1				R2			A			
Emergency Leave of Absence - Death in Family: Up to 5 Days	SP 31.03 SR.31.03.03 UR 31.03.03.M1	R1	R2	R3	A							

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Emergency Leave of Absence - Death in Family: Beyond 5 Days	SP 31.03 SR 31.03.03 UR 31.03.03.M1	R1	R2	R3	R4			R5		R6	A	
Emergency Leave of Absences - Other Circumstances	SP 31.03 SR 31.03.03 UR 31.03.03.M1	R1	R2	R3	R6	R4		R7	R5	R8	R9	A
Volunteer Firefighter Leave (not to exceed 5 working days per fiscal year)	SP 31.03 SR 31.03.03 UR 31.03.03.M1	R1	A									
Vacation Leave	SP 31.03 SR 31.03.01 UR 31.03.01.M1	A										
Jury Service (Duty)	SR 31.03.03 UR 31.03.03.M1	A										
Military Training and Duty (National Guard, Reserves Duty)	SP 31.03 SR 31.03.03 SR 31.03.04 UR 31.03.03.M1	R1	R2	R4	A	R3						
Leave of Absence without Pay (other than Sick Leave): 1-10 days	SR 31.03 SR 31.03.04 UR 31.03.04.M1	R1	R2	R3	A							
Leave of Absence without Pay (other than Sick Leave): more than 10 days (up to 1 year)	SR 31.03 SR 31.03.04 UR 31.03.04.M1	R1	R2	R3	R4			A				

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OTHER												
Performance Evaluations	SR 33.99.03	R1	R2	R3	R4			A				
Nepotism: Direct or indirect supervision of relations; authority over salary or terms and conditions of employment.	SP 33.03	R1	R2	R4	R5	R3		R6	R7	R8	R9	A
Employees Registering as Students	SR 31.99.01 UR 31.03.03.M1	R1	R2	R3	R4			A				
Outside Employment/ Consulting	SP 31.05 SR 31.05.02	R1	R2	R3	R4			A				
Flexible Work Schedule	SP 33.06 UR 33.06.99.M1	R1	R2	R3	R4			A				
Hiring / Promotion of Applicants with Criminal Backgrounds	SR 33.99.14 UR 33.99.14.M1 SAP 33.99.14.M1.01	R1	R2	R4	A	R3						
Re-employment of Retired Individuals (Requires Annual re-approval thru same routing)	SP 31.07 SR 31.07.01 UR 31.07.01.M1 SAP 31.07.01.M1.01	R1	R2	R3	R4		R5	R6		R7	R8	A