

10/6/65

First Supplement to Memorandum 65-61

Subject: Delegation of authority concerning personnel and fiscal matters

The staff suggestions concerning this matter are contained in Memorandum 65-61 and Memorandum 65-62. Because we believe that certain clarifying modifications should be made in the suggested policy statements contained in these memoranda, we provide you with the attached material which we request you to approve for inclusion in our Handbook of Practices and Procedures. Incidentally, we plan to prepare a revised version of the entire handbook when our administrative assistant can find time to undertake this task.

Respectfully submitted,

John H. DeMouilly  
Executive Secretary

## CHAPTER SEVEN

### DELEGATION OF AUTHORITY CONCERNING PERSONNEL AND FISCAL MATTERS

1

#### PERSONNEL AND FISCAL MATTERS GENERALLY

7.10. Both the Chairman and the Executive Secretary are authorized to sign on behalf of the Commission the necessary documents giving one or more Commissioners and employees authority to sign personnel and financial documents. (As of October 1965, the Chairman, Executive Secretary, and Assistant Executive Secretary, are authorized to sign all such documents; the Associate Counsel and the Administrative Assistant are authorized to sign personnel documents; the Legislative Counsel is authorized to sign all such documents except personnel documents.)

7.20. The Executive Secretary is authorized to determine the particular types of documents that the Assistant Executive Secretary, Associate Counsel, other Commission employees, and the Legislative Counsel will as a matter of practice sign.

2

#### PERSONNEL MATTERS

7.30. Subject to Section 7.50, the Executive Secretary is authorized to take all actions with respect to appointment, promotions, terminations, leave, merit increases, other salary increases, and the like, for Commission employees other than himself. Any other person authorized to sign personnel documents has similar authority but, except in emergency circumstances, this authority should be exercised only after consulting with the Executive Secretary. It is understood that no such action shall be taken over the objection of the employee involved unless the Chairman or the Commission first indicates its approval of the action proposed to be taken by the Executive Secretary.

7.40. Subject to Section 7.50, the Chairman, and the Vice Chairman in case of the unavailability of the Chairman, is authorized to take all actions with respect to appointment, termination, leave, merit increases, and other salary increases, and similar matters for the position of Executive Secretary. Compensatory time reports for the Executive Secretary shall be approved by the Chairman or Assistant Executive Secretary.

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<sup>1</sup> Minutes, October 1965.

<sup>2</sup> Minutes, October 1965.

7.50. Subject to Section 7.60, appointments, promotions to higher level positions, and involuntary terminations of persons to or from positions as Executive Secretary, Assistant Executive Secretary, and other full-time attorney positions on the Commission staff shall first be approved by the Commission.

7.60. In the case of an appointment of a person to a full-time attorney position (other than Executive Secretary or Assistant Executive Secretary), the approval of the Chairman, or the Vice Chairman in case of the unavailability of the Chairman, shall be obtained before the appointment is made but Commission approval is not necessary.

3

OUT-OF-STATE TRAVELING

7.70. The Chairman, and the Vice Chairman in case of the unavailability of the Chairman, is authorized to approve requests for authorization by the Department of Finance of unbudgeted out-of-state travel by members of the Commission or its staff. (Requests for budgeted out-of-state travel are given blanket approval by the Department of Finance upon submission of the necessary document by the Executive Secretary.)

4

RESEARCH CONTRACTS AND LEASES

7.80. The Executive Secretary is authorized to sign on behalf of the Commission all leases and contracts previously approved by the Commission.

7.90. The Executive Secretary is authorized to execute contracts covering equipment maintenance, equipment rental, subscriptions, and the like.<sup>5</sup>

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<sup>3</sup> Minutes, October 1965.

<sup>4</sup> Minutes, July 1964.

<sup>5</sup> Statement of existing practice.