

| | | |
|--|--|---|
| GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures | | |
| Policy Name: Delegation of Authority | | |
| Policy Number: 104.01 | Effective Date: 10/4/2017 | Page Number: 1 of 3 |
| Authority: Commissioner | Originating Division: Administration and Finance Division (Human Resources) | Access Listing: Level I: All Access |

I. Introduction and Summary:

Certain individuals are entrusted with the authority and responsibility, delegated by the Commissioner of the Georgia Department of Corrections, to make decisions that directly affect the status of persons employed by the agency.

II. Authority:

A. O.C.G.A. Title 45. Public Officers and Employees

B. State Personnel Board Rules: 478-1-.02 Terms and Definitions, 478-1-.12 Salary, and 478-1-.24 Working Test and Permanent Status for Classified Employees; and

C. ACA Standards: 2-CO-1C-01, 1-CTA-1C-01, and 4-4048,

III. Definition:

Field Appointing Authority - Wardens and individuals specifically designated by the Commissioner.

III. Statement of Policy and Applicable Procedures:

A. Delegation of Authority (General):

The State Personnel Board Rules designate the Commissioner as the Appointing Authority for the Department. The Commissioner of Corrections herein delegates authority related to employment matters within the Agency as follows:

| Position | Area of Authority |
|---------------------------|---------------------|
| Chief of Staff | Department |
| Assistant Commissioners | Assigned Units |
| Director, Human Resources | Department |
| Region Directors | Assigned Facilities |

| | | |
|--|--|---|
| GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures | | |
| Policy Name: Delegation of Authority | | |
| Policy Number: 104.01 | Effective Date: 10/4/2017 | Page Number: 2 of 3 |
| Authority: Commissioner | Originating Division: Administration and Finance Division (Human Resources) | Access Listing: Level I: All Access |

1. The Chief of Staff is the Appointing Authority for senior and key management level positions. The Chief of Staff also serves as the Appointing Authority for:

| Area of Authority |
|------------------------------------|
| Office of Public Affairs |
| Office of Legal Services |
| Office of Professional Standards |
| Office of Professional Development |

2. Only the Commissioner, Chief of Staff and Director, Human Resources, may serve as the Appointing Authority for non-traditional compensation increases above 10% as defined in SOP 104.29 Basic Salary Regulations.
 3. The Director, Human Resources, is a Department-wide Appointing Authority for all personnel and other matters as directed by the Commissioner.
 4. In the event of an extended absence, the delegated Appointing Authority should designate, in writing, the authority to take personnel actions set out above to other individuals. The written instructions should outline limitations and specific signature authority.
- B. Delegation of Authority (Limited):
Appointed Authorities delegated with general authority may delegate limited authority to Field Appointing Authorities only as follows:
1. Hiring, Promotions and Lateral Transfers - Field Appointing Authorities have the authority to hire, promote or laterally transfer employees in lower level positions within their facility(s).
 2. Standard Leave - Field Appointing Authorities may approve/deny all standard leave requests. A Field Appointing Authority may delegate authority regarding standard leave to others within their assigned facility(s). Standard leave requests include accrued Annual, Sick, Fair Labor Standards Act (FLSA), State Compensatory Time and Educational Leave.

GEORGIA DEPARTMENT OF CORRECTIONS
Standard Operating Procedures

Policy Name: Delegation of Authority

Policy Number: 104.01

Effective Date: 10/4/2017

Page Number: 3 of 3

Authority:
Commissioner

Originating Division:
Administration and Finance
Division (Human Resources)

Access Listing:
Level I: All Access

3. Non-Standard Leave - Leave requests that involve Family Medical Leave Act (FMLA), American Disability Act (ADA), or similar legally mandated requirements from employees of facilities supervised by Field Appointing Authorities must be reviewed by the appropriate Region Director prior to approval/denial. Non-Standard leave requests from employees at facilities other than State Prisons, which are supervised by Field Appointing Authority, must be reviewed by the Director, Human Resources prior to approval/denial.

4. Adverse Actions - Employment actions proposed by a Field Appointing Authority that affects an employee's pay must be approved by the Regional Director prior to submitting to Legal for review. Field Appointing Authorities other than Wardens must obtain approval from the Director, Human Resources.

IV. **Attachments:** None

V. **Record Retention of Forms Relevant to this Policy:** None