



**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES**

POLICY AND PROCEDURE
NUMBER

01.01.040

PAGE

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Policy and Procedure

EFFECTIVE DATE

April 17, 2014

SUBJECT

Organization and Personnel

SUPERSEDES

01.01.040

DATED

December 1, 1992

CHAPTER

**Office of the
Commissioner**

SECTION

**Delegation of
Authority**

APPROVED BY

Signature on File

LEGEND

- F - Final Authority
- R - Final Authority may be Redelegated
- E - Endorsement Required
- C - Consultation, Coordination, and/or Evaluation Required
- * - May not be Performed by Person Temporarily Acting in this Position

NOTE: In case of absence, Final Authority "F" may be delegated

| | Commissioner | Deputy Commissioners | Chief Contracts Officer | Admin Services Director | State Maintenance Engineer | Program Development Director | Chief Engineer | MSCVE Director | AIAS Director / AIA/FIA Managers | AMHS General Manager | Regional Directors (includes Chief Internal Auditor) | Footnotes |
|---|--------------|----------------------|-------------------------|-------------------------|----------------------------|------------------------------|----------------|----------------|----------------------------------|----------------------|--|-----------|
| Disciplinary Actions | | | | | | | | | | | | |
| - Terminate Partially Exempt | F* | | | | | | | | | | | |
| - Dismissal | F | F | F | F | F | F | F | F | F | F | F | 1 |
| - Suspension | F | F | F | F | F | F | F | F | F | F | F | 1 |
| - Demotion | F | F | F | F | F | F | F | F | F | F | F | 1 |
| - Other | F | F | F | F | F | F | F | F | F | F | F | 1 |
| - Final Grievance Decision | | | | | | | | | | | | |
| • Shipboard, Step 2 | | | | | | | | | | F | | |
| • Shipboard, Step 3 | | F | | | | | | | | | | |
| • GGU & LTC, Step 1 | R | R | R | R | R | R | R | R | R | R | R | 2 |
| • Supervisory Unit, Step 1 | | R | F | F | F | F | F | F | F | F | | 2 |
| • GGU, Step 2 | R | | R | R | R | R | R | R | R | R | R | 2 |
| • Supervisory & LTC, Step 2 / GGU, Step 3 | R | | R | R | R | R | R | R | R | R | R | 2 |
| - HRC Conciliation Agreement and Complaint Hearing Approval | F | | | | | | | | | | | |

1. Supervisor may take disciplinary actions with endorsement by the division director. Consultation with Human Resources Section is required.
2. Consultation with Human Resources Section is required. First level supervisor outside grievance bargaining unit approves.

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|---|--------------|----------------------|-------------------------|-------------------------|----------------------------|------------------------------|----------------|----------------|---------------------------------|----------------------|--|-----------|
| Other Supervisor Duties | | | | | | | | | | | | |
| - Overtime for Overtime Eligible Positions > 22.3 hours per week | R | F | F | F | F | F | F | F | F | F | F | 1 |
| - Overtime for Overtime Eligible Positions < 22.3 hours per week | R | F | F | R | F | R | F | R | F | F | R | 1 |
| - Draft Performance Evaluation Review and Approval | R | R | R | R | R | R | R | R | R | R | R | 2 |
| - Training Requests | | | | | | | | | | | | |
| • In State | R | F | F | F | F | F | F | F | F | F | F | 3 |
| • Out of State | R | F | C | C | C | C | C | C | C | C | C | 3 |
| - Leave Approval | R | R | R | R | R | R | R | R | R | R | R | 4, 5 |
| - Leave Without Pay (LWOP) 30 days or more | F | F | F | F | F | F | F | F | F | F | F | 4, 5 |
| - LWOP (while retaining accumulated leave) | R | F | F | F | F | F | F | F | F | F | F | 4, 5 |
| - Seasonal LWOP | | | | | | | | | R | R | R | 4, 6 |
| - Union Business | R | F | F | F | F | F | F | F | F | F | R | 7 |
| - Employees Excused for Health and Safety Reasons | R | F | | | | | | | | | | 8 |
| - Individual Flexible Work Hours within a work week | R | R | R | R | R | R | R | R | R | R | R | 9 |
| - Alternate Work Weeks | R | F | F | F | F | F | F | F | F | F | F | |
| - Conditional Family and Medical Leave | R | R | R | R | R | R | R | R | R | R | R | |

1. Selected lower level managers may be designated in writing to approve overtime where the safety and well-being of the traveling public are at risk and the designated final authority is not available.
2. Designated position will return evaluations for correction of inconsistencies or inappropriate language.
3. Reference P&P 02.04.010 *Training*.
4. Supervisor approves all leave. If leave adversely affects unit's activities, consultation required with next level. Consultation is requires with the director/chief level if the request is for more than thirty (30) work days.
5. LWOP is automatically used for illness when sick and annual leave is exhausted.
6. Can only be delegated down one level.
7. Cannot be reasonably denied per Collective Bargaining Agreements (CBA).
8. This directive is given from the governor or the governor's designee (i.e. spilled fuel, inclement weather).
9. A supervisor may only approve flex work hours within established office hours and within an existing work week.

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|---|--------------|----------------------|-------------------------|-------------------------|----------------------------|------------------------------|----------------|----------------|----------------------------------|----------------------|--|------------------|
| Other Supervisory Duties (Continued) | | | | | | | | | | | | |
| – Presenting Service Award | R | R | R | R | R | R | R | R | R | R | R | 1 |
| – Employee Training Plan | R | F | F | F | F | F | F | F | F | F | F | |
| – Nepotism Waiver | R | F | | | | | | | | F | F | |
| – Outside Employment Ethics Approval | | F | | F | | | | | | | F | 2 |
| 1. Presentation will be by the commissioner whenever possible. 2. The deputy commissioners, regional directors and administrative services director are the "Designated Supervisors" under AS 39.52. | | | | | | | | | | | | |