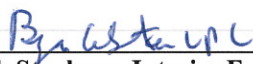




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

<b>Policy # 4014</b>	<b>Delegation of Authority in Personnel Issues</b>
<b>Origination Date: January 1998</b>	
<b>Revision Date: March 2004; April 2006</b>	
<b>Reviewed Date: February 2005; May 9, 2007; May 14, 2008; April 3, 2009; April 16, 2010, June 16, 2011, March 7, 2012, May 9, 2013; October 5, 2016</b>	
<b>Approved:</b>	
 _____ <b>Bryan G. Stephens, Interim Executive Director</b>	_____ <b>Brittney Campbell, Human Resources Director</b>

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board, hereinafter referred to as “the Boards”, that certain authority be delegated by the Executive Director to the Human Resource Director, Department Directors, and other managers in order to effectively manage the administration of specific personnel issues. All actions taken under delegation of authority are subject to review by the Executive Director.

**PROCEDURE:**

**A. General**

1. The Boards have delegated appointing authority responsibilities to the Executive Director. Implicit to this delegation is the authority to make decisions relevant to the responsibilities and operation of the organization.
2. The Executive Director may delegate specific authority to designated management within the organization.
3. The Executive Director will periodically review authority delegated by him/her as the Appointing Authority for the Boards to members of the management staff and will update this Policy and Procedure as needed.

**B. Delegated Authority for Personnel Management**

Delegated authority below is for the purposes of personnel management of employees of the Boards. Authority to perform specified actions for the Appointing Authority is delegated to those listed below. Unless specifically delegated below, actions requiring approval of the Appointing Authority must be directed to the Executive Director of the Boards.

**1. Grievances**

The Human Resources Director will determine the grievability of grievances under the Employee Grievance Policy and will terminate grievances if needed. Decisions to terminate grievances can be made only at the second step or beyond. If it is necessary, the Executive Director will provide the response needed for step two (2) of the Grievance Policy and for ALL sections in his/her role as Executive Director for the Boards.

**2. Leave**

Department Directors are authorized to approve annual and sick leave. This authority may be further delegated to supervisors. Leave Without Pay (LWOP) requests must be promptly reported to the Human Resources Director. Authorization of Leave Without Pay will require approval from the Executive Director and will require a recommendation from the Department Director and review by the Human Resources Director. The Human

Resources Director may approve or deny Family Leave after careful review with the Department Director and Executive Director.

The agency's general counsel will be available to the Human Resources Director for personnel matters regarding leave.

**3. Adverse Actions**

The Executive Director is authorized to act in matters relating to Adverse Actions, as defined and described in Rule 15 of the State Personnel Board subject to the following limitations:

- a. Section 15.400: Employees will direct their response to Adverse Actions directly to the Executive Director of the Boards.
- b. Section 15.500: Notice of final action of Adverse Action will be given by the Executive Director of the Boards.