

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

6848 South Revere Parkway
Centennial, Colorado 80112
Phone (720) 250-1500
Fax (720) 250-1509



John W. Hickenlooper
Governor

April 10, 2017

Policy Title: Delegation of Appointing Authority

Michael A. Loh
Major General
The Adjutant General

Effective Date: 10 April 2017

Summary: Provides Authority for Administrative Actions

Applicability: Deputy Executive Director, Controller, Human Resources, Supervisors

Staff Proponent: Deputy Executive Director

Supersedes: September 1, 2010

A. Purpose:

To identify and provide structure and format for responsibilities and authority of supervisors, Human Resources, Controller, The Adjutant General, and the Deputy Executive Director.

B. Background:

Colorado statute (24-50-501 through 514 (Part 5) C.R.S.) and the Colorado Department of Personnel and Administration Personnel Rules, R-1-8, require each agency to establish a written document specifying the appointing authority.

C. Definitions:

Appointing Authority as it relates to Personnel Actions for State employment as specified in Rule 1-4-2 of the State Personnel Rules are delegated as follows:

D. Policy:

The Deputy Executive Director is delegated as appointing authority for Rule 6-10 meetings, establishing classified pay plans, pay differentials, business decisions to include layoffs, new hire salaries, job related and career enhancement course payment approval, discretionary administrative leave and other incentives, approval of international travel, disciplinary actions, and as the final authority on grievances within the Department of Military and Veterans Affairs.

The Human Resources Director is delegated as appointing authority for Official Custodian of Personnel Files, Classification, Selection, Ethics Officer, Equal Opportunity Employment, Ombudsman, FMLA Coordinator, Fair Labor Standards Act exemptions, Workman's Compensation, Benefits, ADA, Mediator, Personnel Training, and coordinate the performance management and merit pay system.

Immediate Supervisors, within their individual chain of command/unit/department/area, are delegated as appointing authority for leave management, performance management and evaluation (subject to approval of reviewer), interview and selection, acceptance of resignations, defining scope of employee work through position descriptions, initiating personnel-related forms for all employment and pay actions, managing employment work budget, work unit hours and schedules to include meal periods and breaks, identifying positions to be created or abolished, assigning employees to positions, determining work location, corrective actions, and recommending disciplinary action.

The Controller is delegated as appointing authority to develop adequate systems and controls for all State fiscal matters for the Department of Military and Veterans Affairs. All requirements and procedures for fiscal matters shall conform with the State Fiscal rules and policies (i.e. fund accountability, approval of expenditures, contracts, purchase orders, petty cash, etc.).

It is expected that any actions contemplated through the delegations will be coordinated with Human Resources and the Deputy Executive Director who will advise The Adjutant General.

Official:



**Michael A. Loh
The Adjutant General**

**Distribution: DMVA Controller, Human Resources, Supervisors, Deputy Executive Director
DMVA Website**