

AURARIA CAMPUS POLICY

Policy Title:	Delegation of Appointing Authority Responsibilities		
Approval Authority:	Chief Executive Officer		
Last Revised:	August 8, 2018	Category:	Internal Administrative Policy
Last Reviewed:	August 8, 2018	Effective:	August 23, 1979

1. Purpose

The purpose of this policy is to provide guidelines for the delegation of appointing authority responsibilities.

2. Audience

This internal administrative policy applies to all AHEC staff..

3. Policy

Each AHEC Division Chief is designated as the appointing authority for all matters involving all employees in his/her division. This delegation includes all authority for personnel functions and actions as specified in rule 1-8 of the State Personnel Rules.

The Division Chief may designate delegation authority to Managers/Directors within their unit as appropriate. It is expected that any actions contemplated through the delegation will be coordinated with AHEC Human Resources, and that the Chief Executive Officer (CEO) will be advised by copy of correspondence any actions taken with respect to the above delegation.

During an absence of the Division Chief or designee, an alternate appointing authority may be designated by the Division Chief or designee. This delegation of appointing authority must be in writing. Further delegation beyond acting Manager/Director must be done through the CEO. The Division Chief or designee must make available to the alternate designee all applicable policies and procedures.

4. Resources

Colorado State Personnel Board Rules: <https://www.colorado.gov/pacific/spb/board-rules>

5. History and Updates

- August 8, 2018
 - Edited for basic language and updates to titles, departments, etc.
 - Updated policy by placing in new format