

**Delegation of Authority for Employee Relations Actions
INFORMATION TECHNOLOGY DIVISION**

TYPE OF ACTION	ITD Director	Branch Chiefs	Section Heads
1. Letters of Caution or Warning	X	X	X
2. Letters of Reprimand	X	X	X
3. Proposals for suspensions 14 days or less	X	X	X
4. Decisions for suspensions 14 days or less	X	X	
5. Proposals for suspensions of more than 14 days, removals, demotions and furloughs	X	X	
6. Decisions for suspensions of more than 14 days, removals, demotions and furloughs	X		
7. Termination of temporary and probationary employees	X	X	X
8. Reconsideration of Within Grade Increase Withholding	X	X	

Last Updated 6/28/04