



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Delegation of Partial Authority

PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA

DELEGATION OF APPOINTING AUTHORITY

BEFORE ME, the undersigned Notary, personally came and appeared:

who, after being duly sworn by me, did depose and say:

That he is the Assistant Secretary for the Office of _____ in the Department of _____;

That as such and pursuant to LSA-R.S.36: _____, he is the appointing authority for all employees in that Office;

That he hereby delegates to _____, the Human Resource Director (and his or her successor in office) the following authority with respect to employees in the Office of Management and Finance

- 1. To take any action with respect to an employee who does not have permanent status
- 2. To initiate suspensions pending investigation; and
- 3. To accept resignations.

Thus done and passed in my office in Baton Rouge, Louisiana, in quadruplicate originals, before the witnesses whose signatures appear below, this _____ day of _____, 20____.

Witness #1

Appointing Authority

Witness #2

Notary Public