



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Delegation of Authority for
Improvement Letters

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 delegates to all evaluating supervisors over whom he has appointing authority the authority to
issue improvement letters in accordance with Civil Service Rule 12.9.

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