

# REVISED

**Effective Date: 10-02-2014**

## **W&I Delegation Order WI 6-6-1 (Rev. 1) (formerly DO WI-81-1)**

### **(1) Adverse/Disciplinary and Other Actions**

(2) **Authority:** Propose adverse actions (i.e., removals, reductions in grade or pay, suspensions of more than 14 calendar days, furloughs without pay) and actions based on unacceptable performance (i.e., removals, reductions in grade) for employees under their supervision.

(3) **Delegated to:** Supervisors two levels above the employee for whom the action is proposed.

(4) **Redelegation:** This authority may not be redelegated.

(5) **Authority:** Effect adverse actions and an action based on unacceptable performance.

(6) **Delegated to:** All Executives to whom a subordinate manager has proposed an action; must be at least three (3) supervisory levels above individual for whom the action is proposed.

(7) **Redelegation:** This authority may not be redelegated.

(8) **Authority:** Propose and/or effect suspensions of 14 calendar days or less, written reprimands, admonishments, warning letters and letters of caution, closed without action and clearance letters, and suitability determinations.

(9) **Delegated to:** Two supervisory levels above the employee for whom the action is proposed and/or effected.

(10) **Redelegation:** This authority may not be redelegated.

(11) **Source of Authority:** Servicewide Delegation Order 6-6.

(12) To the extent that authority previously exercised consistent with the order may require ratification, it is hereby affirmed and ratified.

(13) Approved: Debra Holland, Commissioner, Wage and Investment