

# Emergency and Regulatory Compliance Services

## Delegation of Authority for Employee Relations Actions

This chart identifies the delegations of employee relations authority for Emergency and Regulatory Compliance Services (ERCS) and will be published online in the ERCS SharePoint. The delegations take effect immediately in accordance with the HRDG 4752 - Disciplinary or Alternative Actions - Section C

		A	B	C	D
<b>TYPE OF ACTION</b>		ODA	Director, Deputy Director Field Operations Director	Branch Chiefs, Director, or Assistant Director, Operational Directors, Field Operations Deputies	Branch Chiefs, Section Chief, Unit Directors, Area Directors, Sup spec & analyst, Section Chief, Prog Men, Nat Co.
1	Letters of Caution or Warning	X	X	X	X
2	Letter of Reprimand	X	X	X	X
3	Proposals for suspensions of 14 days or less	X	X	X	X
4	Decisions for suspensions of 14 days or less	X	X		
5	Reconsideration of within Grade Increase Withholding	X	X	X	
6	Termination of temporary or probationary employees	X	X	X	
7	Proposal for removals, reduction in grade or pay, and furloughs of 30 days or less.	X	X	X	
8	Decisions for removals, reduction in grade or pay, and furloughs of 30 days or less.	X			

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- ERCS consists of multiple Divisions to include but not limit: DASAT, EMSSD, IES, and RMS.
- Supervisors and managers should direct inquiries on taking disciplinary or performance-based actions to their Office of the Director.
- All disciplinary actions should be communicated to the Office of Deputy Administrator for awareness purposes only.
- **X** in the chart above indicates the type of action delegated to the ERCS managers/supervisors by the Deputy Administrator.
- Positions names listed in this document are not identified in Position Organization Listing (POL), however, they are identified as Division's working positions names.
- One person cannot be both proposing and deciding authority. They can only serve in one capacity.

Column A: Office of the Deputy Administrator

Column B: EMMSD, DASAT, IES and RMS Directors and third line supervisors

Column C: Second line supervisors

Column D: First line supervisors

**Last Updated 09/18/23**