


MEMORANDUM

To: IDWR Supervisory Staff
From: Gary Spackman 
Date: June 16, 2010

RE: Temporary Delegation of Division Administrator(s) duties described in IDWR Policy Documents

Current IDWR policies regarding matters such as employee conduct, alternative work schedules, leave, purchasing, training, moving expenses, overtime hours for covered employees, and travel often require review and approval by a Division Administrator. A link to those policies and others describing approval requirements by a Division Administrator is available under the "Employee Resources" section on WENET.

Because the Division Administrator positions in the Department are currently vacant and will remain vacant for some time, I hereby delegate authority for Division Administrator level functions required in current IDWR policies referenced above to Bureau Chiefs and Region Managers for matters within their areas of responsibility. This will ensure that the business of the Department can continue in an efficient manner until the Division Administrator positions can be filled.

Managers should adhere to current policies in carrying out those duties and should consult with the Financial Manager and/or Human Resources Manager if there are questions. In addition, any capital outlay purchase request should be coordinated with the Financial Manager and further consultation with me if necessary. All adverse actions to an IDWR employee or other matters of a sensitive nature should be approved only after appropriate coordination with the Human Resources Manager and further consultation with me if necessary.

This memo does not delegate authority to hire employees. My approval is required to fill existing or new positions in the Department.