

WORKSHEET #23: DELEGATION OF AUTHORITY -- RULES, PROCEDURES AND LIMITATIONS

Complete this worksheet for each position identified in the second column of Worksheet #22. Indicate the position on the line below and then list any rules for the delegation that may exist, outline procedures for the delegation including notification of relevant staff of the transfer of power, and limitations on the duration, extent and scope of the delegation.

Position Holding Authority: _____

Rules	Procedures	Limitations
If General Manager is physically absent from the facility AND can't be reached by pager or cell phone within 30 minutes	Assistant GM is contacted for decision; In her absence, Operations Manager is contacted; In his absence, etc.	No service schedule changes may be announced without prior consultation with emergency management agency, and subsequent to the change, normal media contacts

This worksheet is from the National Cooperative Highway Research Program (NCHRP)