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POLICY MEMORANDUM 04-86

To: All Supervisors	Subject: Policy and Procedure on the Processing of Procurement and Leave Requests Forms
Effective Date: JUN 10 1986	Revision Date:
Approved By:  FRANK R. PEREZ, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	
<p>I. <u>PURPOSE</u>: To ensure proper delegation, equitable administration and routing of procurement and leave application requests.</p> <p>II. <u>SCOPE</u>: The provisions of this policy and procedure shall apply to all employees of the Authority.</p> <p>III. <u>DISCUSSION</u>: A supervisor is defined as one who is responsible for the work of another or other employees. The following responsibilities are common of all supervisors:</p> <ul style="list-style-type: none"><li>A. Responsible for the adequate quality and quantity of work of assigned employee(s) and the instruction of employee(s) on proper procedures.</li><li>B. Report on the performance of subordinate employees.</li><li>C. Make initial approval of at least short periods of leave.</li><li>D. Initiate and recommend disciplinary actions as appropriate.</li></ul> <p>In order for supervisors to exercise and carry out these responsibilities, they must be delegated to do so. Delegating accountability of the whereabouts of their assigned personnel as well as ensuring adequate supplies for work projects will certainly promote and provide for a sound working environment, since it would eliminate the question of 'who's responsible.'</p> <p>First-line supervisors, in essence, are closest to their employees. As such, they are seen as a liaison, a communication channel, a conduit, a translator, even a go-between, for higher management and the rank-and-file.</p>	

IV. PROCUREMENT REQUESTS - APPROVALS REQUIRED

- A. Procurement requests for routine purchase of materials and parts, which is/are budgeted, and which are being routed to the Financial Affairs Department for certification of funds, shall require the approval of the first-line supervisor and division head, prior to action being taken by the General Manager.
- B. All other non-budgeted procurement requests, including those budgeted items, which must be procured through the bidding procedure, shall require the approval of the first-line supervisor, the division head, the appropriate assistant general manager, prior to its transmittal to the Financial Affairs Department and final action by the General Manager.

V. LEAVE APPLICATION REQUESTS - APPROVALS REQUIRED

- A. All leave application requests, not exceeding one month, shall require the approval of the employee's first-line supervisor and the respective division head.
- B. All leave application requests, exceeding one month but less than three months, must be approved by the employee's first-line supervisor, division head and assistant general manager.
- C. All leave application requests, exceeding three months, must be approved by the employee's first-line supervisor, division head and assistant general manager, prior to final action by the General Manager.
- D. All administrative leaves must be approved by the employee's first-line supervisor, division head and assistant general manager, prior to final action by the General Manager.

VI. VALIDITY

This policy and procedure shall supercede all existing oral or written practices and policies relative to the processing of procurement and leave application requests forms.