



DATE: July 24, 2015

TO: Shannon Hamm  
Associate Deputy Administrator

Michelle Wenberg  
Chief  
Budget & Program Analysis Staff

David Reinhold  
Chief  
Environmental & Risk Analysis Services

Parveen Setia  
Chief  
Policy Analysis & Development

Erik Anderson  
Chief  
Program Assessment & Accountability

Connie Williams  
Chief  
Program Evaluation & Decision Support

Stephan O'Neill  
Chief  
Regulatory Analysis & Development

FROM: Christine Zakarka  
Deputy Administrator  
Policy & Program Development

A handwritten signature in blue ink that reads "Christine Zakarka".

SUBJECT: Delegation of Employee Relations Authority

This memorandum updates the delegations of employee relations authority for Policy & Program Development, Animal and Plant Health Inspection Service. The revised delegations are shown on the attached chart, which will be published online in the Human Resources Desk Guide.

The revised delegations are effective immediately. Please note that actions taken under this delegation:

1. May not be exercised with respect to an employee-occupying a higher position in the chain of command;

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2. Except for Caution or Warning memoranda, all correspondence must be prepared and/or reviewed by the servicing employee relations specialist to ensure regulatory requirements are met;
3. Individuals functioning in an acting capacity may exercise these authorities to the extent that they are qualified;
4. Further re-delegations or changes in delegations must be requested by memorandum to the Deputy Director, Employee & Management Services Directorate (EMS), Human Resources Division (HRD), MRPBS; and,
5. The HRD Deputy Director, EMS, MRPBS, may suspend a delegation on a case-by-case basis if circumstances so warrant.

Inquiries from supervisors and managers on taking disciplinary or performance-based actions should be directed to their servicing employee relations specialist by calling (612) 336-3299.

cc: Deputy Director, EMS  
Chief, MRP EMRB

**Animal and Plant Health Inspection Service  
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Delegation of Employee Relations Authority**

Type of Action	Deputy Administrator; Associate Deputy Administrator;	Chiefs; Assistant Chiefs;	All Other Supervisors	Branch Chief, Employee Relations	HR Director and HR Deputy Director
Letters of Caution/ Warning	<b>X</b>	<b>X</b>	<b>X</b>		
Letters of Reprimand	<b>X</b>	<b>X</b>	<b>X</b>		
Proposals for suspensions 14 days or less	<b>X</b>	<b>X</b>	<b>X</b>		
Decisions for suspensions 14 days or less	<b>X</b>	<b>X</b>			
Proposals for suspensions of more than 14 days, removals, and demotions	<b>X</b>	<b>X</b>			
Decisions for suspensions of more than 14 days, removals, and demotions	<b>X</b>	<b>X</b>			
Termination of temporary and probationary employees	<b>X</b>	<b>X</b>			
Reconsideration of Within Grade Increase Withholding	<b>X</b>	<b>X</b>			
Proposals and Decisions for Furloughs/Reductions-in-force	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>

Last Updated 7/24/2015