

# ARTS. PARKS. HISTORY.

Wyoming State Parks & Cultural Resources

Human Resources  
2301 Central Avenue  
Cheyenne, WY 82002  
307-777-7010

August 29, 2016

Subject: Delegation of Authority

In accordance with the State of Wyoming Personnel Rules, Chapter 1, an agency head may delegate to administrators, subordinate managers and supervisors the authority to appoint, suspend, transfer, promote, dismiss, layoff, demote, assign work, reward, direct, resolve grievances or discipline other employees.

Authority is hereby delegated from the director to all administrators, managers and supervisors within the Department of State Parks and Cultural Resources to exercise such actions as outlined above, in accordance with department policies and State of Wyoming Personnel rules.

**PLEASE NOTE: All managers and supervisors are reminded that all contemplated disciplinary actions, suspensions or terminations must initially be cleared with immediate supervisors and the department Human Resources office prior to any issuance of actions.**

**THIS POLICY SUPERCEDES ALL PREVIOUS POLICIES AND MEMORANDUMS REGARDING EXERCISE OF DISCIPLINE**

  
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Darin Westby, Director

Matthew H. Mead, Governor  
Darin Westby, Director