

In the pursuit of official agency business, I hereby authorize the individual named on this form to sign the documents checked below on my behalf for the stated agency.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employing Agency

<input type="checkbox"/> Yes	Does the employee have authority to sign <b>ALL</b> items listed below? <b>If yes, stop here and sign.</b> If no, mark <b>ONLY</b> those items below that the employee has authority to sign.
<input type="checkbox"/> No	
CLASSIFICATION	PERSONNEL TRANSACTIONS (WV-11/HRM Payroll)
<input type="checkbox"/> Pay Plan Policy Requests <input type="checkbox"/> Position Description Forms <input type="checkbox"/> Proposals to Change Job Specifications <input type="checkbox"/> Temporary Upgrades	<input type="checkbox"/> Demotions <input type="checkbox"/> Dismissals <input type="checkbox"/> Layoffs <input type="checkbox"/> Leaves of Absence <input type="checkbox"/> New Employments – Permanent <input type="checkbox"/> New Employments – Temporary <input type="checkbox"/> Promotions <input type="checkbox"/> Reclassifications <input type="checkbox"/> Reallocations <input type="checkbox"/> Salary Advancements/Adjustments <input type="checkbox"/> Suspensions <input type="checkbox"/> Temporary Upgrades
STATE PERSONNEL BOARD	
<input type="checkbox"/> Agency's Comments on Policies <input type="checkbox"/> Agency's Comments on Rules <input type="checkbox"/> Organizational Charts <input type="checkbox"/> Proposals	
OTHER	
<input type="checkbox"/> Financials, Procurement, Treasury Documents <input type="checkbox"/> Personnel Certifications from Registers <input type="checkbox"/> Performance Evaluations (Reviewing Manager) <input type="checkbox"/> Settlement Agreements <input type="checkbox"/> Back Pay Calculations	
LETTERS	
<input type="checkbox"/> Above Market <input type="checkbox"/> Demotions with/without Prejudice <input type="checkbox"/> Dismissals <input type="checkbox"/> Layoffs	<input type="checkbox"/> Requests to Post/Hire <input type="checkbox"/> Suspensions <input type="checkbox"/> Temporary Upgrades

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Appointing Authority's Name (Please Print)

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date Signed