Director's Delegation of Authority for Human Resources Administration

I, G. Kemble Bennett, Director of the Texas Engineering Experiment Station, hereby delegate authority for human resources administration to the Director of TEES Personnel Services, except for employment decisions relating to out of cycle increases and creation of new non-research funded positions and all decisions which by System Policy and System Regulation must be made by the Chief Executive Officer. The Director of TEES Personnel Services, with appropriate routing procedures in place, may further delegate authority for human resources administration to the divisions. Any such delegation must be in writing and approved by me.

Decisions reserved for the Chief Executive Officer under System Policy and System Regulation include the following:

- Suspension without Pay for Disciplinary Action of more than 5 days (System Regulation 32.02.02, sec. 3.2.1)
- Extended Suspension with Pay (Investigation) of more than 30 days (System Regulation 32.02.02, sec. 4)
- Initial Determination that a Reduction in Force is necessary (System Regulation 33.99.15, sec. 2.1)
- Emergency Leave of Absence with Pay for reasons other than those listed in System Regulation 31.03.03 (System Regulation 31.03.03, sec. 2.4)
- Agency does not officially close but hazardous or unsafe travel conditions delay or prevent an employee from being at work during his/her scheduled time (System Regulation 31.03.03, sec. 2.2.2)
- Advance Approval for Foreign Travel - the advance written approval of the chancellor is required for foreign travel by any system employee who is to be paid from funds appropriated by the General Appropriations Act and held in the state treasury. (System Regulation 21.01.03, sec. 7.4)
- Leave of Absence for Foreign Service (System regulation 31.03.04, sec. 3)
- Service in Non-elective State or Federal Office (System Policy 07.03, sec. 2.1)
- Nepotism - direct or indirect supervision of relatives or authority over the salary or terms and conditions of employment of relatives (System Policy 33.03, sec. 4.3)
- Exceptions to the prohibition of TEES personnel being on payroll of the Texas A&M Research Foundation (System Regulation 33.99.10, sec. 2.1)

This Delegation of Authority for Human Resources Administration is effective September 8, 2009 and supersedes the Delegation of Authority for Human Resources signed on January 17, 2008. It shall remain in effect until amended, superseded or rescinded in writing.

G. Kemble Bennett, Ph.D., P.E.
Agency Director, Texas Engineering Experiment Station

Date Signed: September 10, 2009