STATE OF LOUISIANA
PARISH OF BATON ROUGE
DEPARTMENT OF TRANSPORTATION & DEVELOPMENT
AUTHENTIC ACT OF DELEGATION OF APPOINTMENT AUTHORITY

BE IT KNOWN, that on this 23rd day of June, 2023

BEFORE ME, the undersigned Notary Public for East Baton Rouge, and in the presence of the undersigned witnesses, personally came and appeared:

M. Todd Donmyer

a person of the full age of majority and a resident of **Livingston Parish** after being by me first duly sworn, deposed and said:

I.

That he is the Assistant Secretary over the **Office of Operations** for the Department of Transportation and Development and has been delegated, by authentic act, appointing authority over all personnel matters. In the Civil Service Rule 1.4, "Appointing Authority" is defined as "the Agency, Department, Board, or commission, and the officers and employees thereof authorized by statute, or by lawfully delegate authority, to make appointments to positions in the State Service." Civil Service Rule 12.1, et seq, provides that disciplinary actions and corrective actions, including removal, can be initiated only by the Appointing Authority. Furthermore, Civil Service Rule 1.5 "Appointment" means an offer by an appointing authority to a qualified person of employment in a classified position and the acceptance of such offer.

II.

That he hereby authorizes the below listed employees and those acting in the position, and their successors to sign on his behalf as appointing authority including but not limited to, the power to hire and initiate disciplinary and non-disciplinary corrective actions as authorized by the Civil Service Rules. This authority extends also to suspensions with pay to address emergency situations to prevent significant risks of harm to persons or property.

III.

That the following employees are a part of the **Office of Operations** within the Department of Transportation and Development.

1. **Scott Boyle – DOTD District Administrator for Office of Operations District 02**
2. **Eric Dauphine – DOTD District Administrator for Office of Operations District 03**
3. **David K. North, Jr. – DOTD District Administrator for Office of Operations District 04**

4. **Jeffrey Connella - DOTD District Administrator for Office of Operations District 05**
5. **Seth Woods - DOTD District Administrator for Office of Operations District 07**
6. **Troy D. Roussell - DOTD District Administrator for Office of Operations District 08**
7. **Jay S. Collins - DOTD District Administrator for Office of Operations District 58**
8. **Joshua P. Stutes - DOTD District Administrator for Office of Operations District 61**
9. **Dalton R. Williams III - DOTD District Administrator for Office of Operations District 62**

IV.

That the following employees, by class, are a part of the Office of Operations for the Department of Transportation and Development:

1. Assistant District Administrators – Business
2. Assistant District Administrators - Operations
3. Assistant District Administrators - Engineers
4. Area Engineers

V.

That he hereby authorizes the **District Administrators**, those acting in a position, and their successors to sign on his behalf as appointing authority the following personnel actions that affect their respective descending lines of authority:

Accept resignations of all employees;

Approve all job descriptions (SF 3) for positions in the Division of Operations and located within their assigned region or State Office section, including but not limited to revisions, corrections or amendments;

Approve all Recommendation for Personnel Action forms (HR-2) for new hires, promotions, demotions, and lateral movements for employees within the respective descending lines of authority.

Approve Position Action Request forms (HR-1) for positions within the respective descending lines of authority.

Issue performance letters such as written reprimands, letters of counseling or warning, supervisory plans and leave directives;

Issue disciplinary action and non-disciplinary removal letters, as appointing authority for employees in their line of authority

Approve permanent status or extend the probationary period for a probationary employee;

Approve reallocations for employee's career progression series;

Approve unpaid (compensatory leave earned) overtime requests;

Approve placement of employees on enforced annual leave up to and including 240 hours consecutively;

Approve placement of employees on enforced sick leave;

Approve leave without pay for unauthorized absences for up to 80 hours consecutively/consultation of undersecretary is required beyond 80 hours

Approve annual in lieu of sick leave for up to 80 hours consecutively/ consultation of the Assistant Secretary of Operation is required beyond 80 hours

Suspensions Pending an Investigation

Approve up to the maximum number of hours of consecutive paid and/or unpaid Family and Medical Leave (FMLA) according to Agency Policy;

Approve flexible work schedules only; and

Approve time and attendance (sign-in sheets) and Report of Overtime Worked which affect all employees within the respective descending lines of authority.

VI.

That he hereby authorizes **Assistant District Administrators**, those acting in a position, and their successors to sign on his behalf as appointing authority the following personnel actions that affect their respective descending lines of authority for all personnel actions listed in section (V) five of this document **EXCEPT** for the following:

Cancel a job positing if necessary, the District Administrator/Section Head must approve the job posting;

Approve Flexible Work Schedules or compressed work schedules

Approve Suspensions Pending an Investigation

VII.

That he hereby authorizes Area Engineers, those acting in a position, and their successors to sign on his behalf as appointing authority the following personnel actions that affect their respective descending lines of authority for all personnel actions listed in section (V) five of this document **EXCEPT** for the following:

Cancel a job posting if necessary, the District Administrator/Section Head must approve the job posting;

Approve Recommendation for Personnel Actions forms (HR-2) for new hires and promotions, the District Administrator/Section Head/Assistant District

Administrator must review and approve selection to ensure policy compliance.

Approve Flexible Work Schedules or compressed work schedules

Approve Suspensions Pending an Investigation

VIII.

That he has read the above and foregoing paragraphs and the statements contained therein are true and accurate.

IX.

That these delegations are non-delegable and shall not be delegated further without approval from the Department Secretary.

X.

This delegation shall be reviewed with all incoming district administrators by the Assistant Secretary of Operations.

XI.

That the Act, consisting of **four (4)** pages in its entirety, is done in accordance with, and pursuant to, Civil Service Rule 13.19(t).

XII.

This delegation is effective June 23, 2023.

M. Todd Donmyer

M. Todd Donmyer, P.E.
Assistant Secretary of Operations

Witnesses:

SIGN:

Stephenie Singleton
PRINT:

SIGN:

Carmel Dysart
PRINT:

SWORN TO AND SUBSCRIBED BEFORE ME THIS
23rd DAY OF June, 2023

Olivia Williams Marchand
Olivia Williams Marchand
Bar Roll No. 38087
My commission is for life

OFFICIAL SEAL
OLIVIA WILLIAMS MARCHAND
LA Bar Roll # 38087
STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE
My Commission is for Life