


MEMORANDUM

TO: Wendy S. Morris, Esq.
General Counsel

FROM:  William C. Merwin
President

DATE: December 6, 2004

SUBJECT: Delegation of Signature Authority for Personnel Actions

Effective immediately, I am delegating to you as General Counsel, the authority to approve personnel actions, in accordance with Chapter 6C10-5, Florida Administrative Code, Human Resources for employees within your assigned area of responsibility. Your approval of personnel actions under this authority should include a review of the request by the offices of Human Resources, Budget and Equal Opportunity Programs, as appropriate.

It is essential that you obtain my concurrence for all salary or contract actions related to any employee who reports directly to you.

This delegation supersedes any other prior delegation of authority for personnel actions.

- c. Steve Belcher, Director, Human Resources
- David Vazquez, Director, Budget Office
- Charles McKinney, Director, Educational Services/EEO Program

