



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
AGENCY POLICY STATEMENT**

**SUBJECT: AUTHORITY FOR SIGNATURE APPROVAL OF
PERSONNEL DOCUMENTS**

INDEX NUMBER: 200.00

EFFECTIVE DATE: 1 April 2021

PURPOSE: To establish and maintain a mechanism regarding the authority of signature approval for personnel matters.

REFERENCE: West Virginia Code §15A-2-1, §15A-2-2, and §15A-2-4.

RESPONSIBILITY: None.

CANCELLATIONS: Any previous written or verbal instruction on this subject.

APPLICABILITY: All Division of Administrative Services employees.

DEFINITIONS: The words defined in this section have the meanings given them for purposes of this policy statement.

Appointing Authority: The executive or head of a department or agency who is authorized by statute to appoint employees in the classified or classified-exempt service. By written notification to the Director of Personnel, the appointing authority may delegate specific powers authorized by this rule to persons who satisfy the definition of employee.

Director, Deputy Director, or Assistant Director: mean the employees appointed to those positions at the West Virginia Division of Administrative Services (DAS).

POLICY: The Director, appointed by the Cabinet Secretary of the Department of Homeland Security, is the appointing authority of the Division of Administrative Services (DAS) pursuant to West Virginia Code §15A-2-2(c). Only the Director, in the pursuit of agency business, may authorize any other DAS employee to sign and approve personnel documents.

I. State Agency Signature Authorization Form

When instructed by the Director, the Assistant Director – Human Resources shall prepare a “State Agency Signature Authorization Form” for approval by the Director to delegate authorization to a Deputy Director, Assistant Director, or other designee limited to certain personnel documents, or including all personnel documents as listed on said form. The Assistant Director – Human Resources shall

then file the original form with the Division of Personnel, place a copy in the employee's personnel file, and forward a copy to the Director's secretary.

ATTACHMENTS:

None.

APPROVED SIGNATURE:  03/23/2021
Michael V. Coleman, Director Date