



Managers and Supervisors have the authority to delegate additional responsibility to their subordinates. However, managers and supervisors cannot delegate their personal responsibility for the performance of their duties. If, in an effort to develop subordinate personnel, managers and supervisors delegate a task to subordinate personnel, the managers and supervisors are responsible for the satisfactory performance of the task.

Competent, fully trained employees should not need to seek higher authority to accomplish their position responsibilities. This does not mean that competent, fully trained employees should not seek assistance when necessary. Managers and supervisors should encourage subordinates to seek assistance whenever necessary.

No employee has the authority to refuse a request for a dispatch service. If an employee questions the ability of a User Agency to provide a requested service, the employee will accept and relay the service request to the most appropriate User Agency.