

## ► INSTRUCTIONS

- DETERMINE STATUTORY AUTHORITY
- DETERMINE POWERS AND/OR DUTIES
- COMPLETE FORM AND SIGN
- SUBMIT TO SECRETARY OF STATE
- SEND COPIES TO AFFECTED AGENCIES
- EXECUTE SEPARATE RESCINDING ORDER FOR PREVIOUS HOLDER OF THIS POSITION AND SUBMIT TO THE SECRETARY OF STATE

NAME OF DESIGNEE (INCLUDE TITLE)

240

Daniel K. Swanson

Transportation Business Manager



## DELEGATION/RECISION OF AUTHORITY

DEPARTMENT (BUREAU, AGENCY, ETC.)

Mn/DOT, District 4A - Detroit Lakes

1000 W. Trunk Highway 10, P.O. Box 666

Detroit Lakes, MN 56502

PERSON DELEGATING/RESCINDING (INCLUDE TITLE)

James N. Denn  
Commissioner

01488

☒ I HEREBY DELEGATE THE FOLLOWING POWERS AND/OR DUTIES TO THE ABOVE NAMED DESIGNEE, EFFECTIVE: July 1, 1992

Month Day Year

AUTHORITY CITED:

☒ PURSUANT TO: M.S. 15.06, SUBD. 6☐ PURSUANT TO: M.S. 16B.06, SUBD. 2☐ PURSUANT TO: \_\_\_\_\_☒ SIGN PERSONNEL TRANSACTIONS☒ SIGN PAYMENT TRANSACTIONS☒ SIGN PAYROLL ROSTERS☐ EXECUTE CONTRACTS☒ SIGN PAYMENT BATCH COVER SHEETS☐ PICK UP PAYROLL WARRANTS☒ SIGN PURCHASING DOCUMENTS☐ OTHER (EXPLAIN) \_\_\_\_\_

- Personnel Transactions - See attached addendum.

- Payroll Time Rosters - Payroll Codes: 240, 340, 245

- Purchasing Documents - SWA Dept. 79, Divs. 400 and 450

- Accounts 677922, 677930, 677948, 678060

- Request for Wage and Separation Information (Dept. Jobs and Training Form T-DJT-1528)

☐ I HEREBY RESCIND ALL PRIOR DELEGATIONS OF AUTHORITY ON FILE FOR THE ABOVE NAMED PERSON, EFFECTIVE: \_\_\_\_\_

Month Day Year

SIGNATURES

DELEGATING RESCINDING AUTHORITY

DESIGNEE

► THE SIGNATURE OF THE COMMISSIONER OF ADMINISTRATION IS REQUIRED ONLY IF THE DELEGATION IS PURSUANT TO M.S. 16B.06, SUBD. 2 (CONTRACTS).

SIGNATURE

APPROVED, COMMISSIONER OF ADMINISTRATION

► RESERVED FOR USE BY THE SECRETARY OF STATE

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

AUG 17 1992

*Jean Anderson Howe*  
Secretary of State

Copies to:

Minn. Dept. Administration

Minn. Dept. Employee Relations

Minn. Dept. Finance

U. S. Dept. Transportation, F.H.W.A.

Designee

Order Files

SC-00193-01

SS243.PP

9202915



01488

ADDENDUM TO DELEGATION OF AUTHORITY NUMBER: \_\_\_\_\_

TRANSACTIONS PERMITTED

NOTE: The numbers following the transactions are the event codes on the State of Minnesota Employee Action Form, PE 00266-03.

APPOINTMENTS

Appt. from Competitive Open List - 101  
Appt. from Competitive Open List - 201  
Appt. from Reemploy List - 102-203  
Appt. from Competitive Promo. List - 202  
Laborer Service Appt. - 104-204  
Emergency - 106-206  
Extend Emergency Appt. - 004  
Temporary Appt., not from list - 109-213  
Voluntary Demotion - 210  
Statutory Unclass Appt. (S/W) - 111-223  
Reinstatement - 117  
Noncompetitive from (Realloc)\*Jr/Sr - 217  
(Special Payment Request form 00209)  
Qualified Handicapped Exam Appt. - 118  
Routine Service Appt. - 120-231  
Class Transfer - 208  
Class Title Change - 216  
Appt. from Layoff List - 221  
Return from Trial Period - 234

REACTIVATION OF EMPLOYEE RECORD

Return from Leave of Absence - 301  
Reinstatement - 303  
Return from Seasonal Layoff - 307  
Return from Suspension - 308

ROUTINE SALARY ADJUSTMENT

Progression Salary Adjustment - 401  
Correction to Rate Error - 409  
Work Out of Class - 411  
Return from Work Out of Class - 412  
(Also need to do 951, End WOC)

DEPARTMENT CHANGE

Voluntary Transfer - 501

STATUS CHANGE

Probation to Permanent - 601  
Provisional to Probationary - 607  
Qualify Handicapped to Probation - 606

EMPLOYMENT CONDITION CHANGE

Change in Employment Condition - 701  
Page 1 of 2

TRANSACTIONS PERMITTED (Continued).

TEMPORARY INACTIVATION OF EMPLOYEE

Seasonal Layoff - 801  
Worker's Compensation Leave of Absence - 802  
Unclassified Leave of Absence - 803  
Military Leave of Absence - 805  
Maternity/Paternity/Adoption Leave of Absence - 806  
Suspension - 807  
Sick Leave - 808  
Educational Leave of Absence - 810  
Unpaid Long Term Sick Leave until Retirement - 812  
Personal Leave of Absence - 813  
Union Leave of Absence - 817  
Extending Leave of Absence - 005

SEPARATIONS

Failure to Return from Leave of Absence - 901  
Resignation - 903 )  
Death - 904 ) (Special Payment Request Form 00209)  
Retirement - 905 )  
Separation of Student Workers, Laborer Emergency Appt. - 907  
Expiration of Layoff or Failure to Return from Layoff - 910  
End of Appointment  
- Employee Initiated - 950  
- End of Work Out of Class Assignment - 951  
- End of Limited Appointment - 952  
- Retirement from Appointment (Only) - 955  
- Cancel Leave of Absence - 957

DATA CHANGES - 020

Name  
Address  
Marital Status  
Protected Group Status  
All Other Data Changes

NEW EAF (EMPLOYEE ACTION FORM) TRANSACTION CODES

Work Out of Class - (No Salary Change) - 011  
Mobility - (Skill Enhancement) - 012  
Mobility - (Similar Duties) - 013  
Agency Comment Only - 014  
Only from 218 to another Bargaining Unit - 016

PAF TRANSACTIONS

FTE (Full Time Equivalent Non-Complement Only)  
Delete a Position (Non-Complement Only)  
Data Changes

7/25/90

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