



# TACOMA HOUSING AUTHORITY

|                   |                                   |
|-------------------|-----------------------------------|
| <b>Policy No.</b> | HR-25.01                          |
| <b>Policy</b>     | Authority for Personnel Decisions |
| <b>Date</b>       | July 28, 2009                     |

## 1. Purpose

To place final authority for personnel decisions with the Executive Director.

## 2. Sourced for Policy

No entry.

## 3. Scope of Policy

This policy applies to all personnel decisions.

## 4. Who is Responsible for Implementing Policy

| Who                             | Responsibilities   |
|---------------------------------|--|
| <i>Executive Director</i>       | Exercise of final authority for all personnel decisions.   |
| <i>Human Resources Director</i> | Exercise of delegated authority to make personnel decisions.   |
| <i>Supervisory Staff</i>        | Responsible for following recruitment and hiring procedures and for getting appropriate level approval for all hiring. |

## 5. Definitions

[No entry.]

## 6. Forms Associated with this Policy

[No entry.]

## 7. Policy

The Executive Director has the final authority for all personnel decisions. He or she may delegate this authority. Other staff has specific authority that personnel policies assign to them.