



MANAGEMENT DIRECTIVE	DELEGATION OF AUTHORITY AND RESPONSIBILITY POLICY
EFFECTIVE DATE:	08/10/2022

POLICY STATEMENT:

Consistent with the JEA Charter and the JEA Board Policy Manual, this Delegation of Authority and Responsibility Policy (“Delegation Policy”) as approved by the JEA Board of Directors (“Board”) is a policy that provides for the delegation to certain JEA employees the approval and signature authority necessary for the day-to-day management of the organization and specifically reserves certain matters that require Board review and approval. Any amendments to this Delegation Policy require Board action and approval.

ASSIGNMENT OF RESPONSIBILITY:

It shall be the responsibility of the Chief Administrative Officer to implement and maintain this policy.

MATTERS RESERVED FOR THE BOARD:

The following listed matters are reserved upon the Board and require specific action by the JEA Board for approval and signature authority and shall not be delegated:

- A. JEA matters that require the Jacksonville City Council’s review and approval, including the JEA annual budget;
- B. Establishment or alteration of rates, assessments, fees or charges for retail service;
- C. Contracts, agreements or financial instruments that exceed one-hundred million dollars (\$100,000,000);
- D. Approval of and changes to an approved annual budget that exceed five million dollars (\$5,000,000);
- E. Settlement of litigation matters that exceed one million dollars (\$1000,000);
- F. Annual financial disclosure documents for the Electric System, Water/Wastewater System, District Energy System, and any other systems as may be established in the City Charter;
- G. Managing Director and Chief Executive Officer (“MD/CEO”) engagement, performance review and succession planning;
- H. Implementation or changes to JEA voluntary giving programs;
- I. Any other matters required by the City Charter, including Article 21 (JEA), that cannot be so delegated; and
- J. All matters with the potential to have a material impact on the reputation of the organization.

DELEGATION OF AUTHORITY GRANTED TO MD/CEO:

Unless otherwise reserved, the MD/CEO is delegated with the authority by the Board to approve and execute documents, contracts, agreements, organizational policies and procedures, and take all actions necessary in managing the day-to-day operations of JEA. The MD/CEO may delegate to certain JEA employees the responsibility and authority to approve specific documents within the limits and authority under this Delegation Policy. Further, each member of the JEA Leadership Team ("LT") as designated by the MD/CEO, is designated as authorized signers for documents for which LT member is the process owner when the MD/CEO is absent or in such cases where a delay in signing might adversely affect JEA and its daily operations.

DELEGATED AUTHORITY CATEGORIES:

In addition to the MD/CEO delegation above, the following categories of documents or matters have been duly delegated by the Board. The forms and documents currently in use and associated with this Delegation Policy are listed below. For items A through M, any one of the listed employee positions may approve and sign except as otherwise noted. Item N requires the signature of all the listed positions, except as otherwise noted. Electronic authorization is the equivalent of a signature.

A. Employee Time Records

Time records shall be approved at the managerial level or above, unless delegated by a Manager or Director to a team lead employee. The MD/CEO and any Officer or Vice President may sign any time sheet.

B. Certification of Payrolls (bi-weekly & semi-annually)

Director - Employee Services.

C. Procurement Documents

Signature authorization for initiation of procurement actions shall be in accordance with the JEA Procurement Code. Documents for initiation of procurement actions include, but are not limited to, requests for advertising, purchase requisitions, requests for award, requests for change orders, purchase orders, contracts, and agreements.

D. Payment Authorization for Contracts

Appointed manager responsible for administering the applicable contract.

E. Purchasing Card Statements (cardholder's)

Cardholder's supervisory appointed employee.

F. Check Requests:

1. **Check requests for business promotion expenses** shall be in accordance with the provisions specified in JEA Procedures.
2. **Check requests for dues and memberships and professional license** shall be in accordance with the provisions specified in JEA Procedures.

3. **Check requests for recruiting expenses and relocation** shall be in accordance with provisions specified in MD 119.
4. **Other Check requests**--Must meet requirements of established JEA Procedures.
Any supervisory appointed employee.

G. Funds Authorization for JEA Contracts

Controller.

H. Travel Authorization & Payment of Travel Expenses

Shall be in accordance with provisions specified in MD 120 and Chapter 106, Part 7, City of Jacksonville, Ordinance Code.

I. Initial Application for Educational Assistance

Managers and above.

J. Approval of Reimbursement amount (educational assistance)

Director – Training & Workforce Development.

K. Meal Allowance Summary and Voucher Requests

Any supervisory appointed employee.

L. ESRs (Employee Service Request) and Requests for Personnel Transactions

Any supervisory appointed employee – Note: these are electronic forms and electronic authorization is the equivalent of a signature.

M. Work Orders

Work orders shall be in accordance with Financial Services Work Order Request and Capital Funds Transfer – Contact Budget Services for additional information.

N. Time Critical Items—Delegation to LT

1. LT members are designated as authorized signers for the documents for which he/she is the process owner when the MD/CEO is absent. This particularly concerns items where delay, due to the absence of the MD/CEO might adversely affect JEA and its daily operations.
2. If the document in question involves expenditures of more than \$10 million of JEA funds, the MD/CEO must be contacted for approval or disapproval before any action is taken, unless the LT member has obtained previous authorization, in writing to approve/disapprove such documents.
3. The signature requestor will send an e-mail to the MD/CEO advising him of the item and action taken, including the name of the LT member to whom the item was referred for action.
4. The LT member will review the item and, using his/her discretion, has the option to either sign or decline to sign.

5. The LT member will send an e-mail notice of the action taken to the MD/CEO and the signature requestor.

SIGNED: _____
Managing Director/Chief Executive Officer

Revisions: 8/10/22 – Approved by Resolution of the Board on August 10, 2022
6/22/21
5/3/13
3/12/08
12/13/04
11/3/04
6/6/03
10/1/01

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