



Missouri Highways and Transportation Commission Policies

Category: COMMISSION
Subcategory: Delegation of Authority to Director and Chief Engineer

DELEGATION OF AUTHORITY TO DIRECTOR AND CHIEF ENGINEER

In addition to the policies below delegating broad authority to the Director and Chief Engineer, see subject-related policies for delegation of authority as it may relate to specific issues.

DIRECTOR

Authority to Implement Policies

The Director is authorized to establish procedures and directives necessary to implement the Commission's policies. Notwithstanding delegation of authority to the Director, all issues deemed by the Director to be unique, sensitive, and/or potentially controversial will be submitted to the Commission.

Personnel Policies

The Director, or his/her designee, is authorized to establish policies and procedures pertaining to:

- Employment and separations.
- Employee conduct and performance.
- Grievances and complaints.
- Discipline.
- Salary administration.
- Working hours.
- Training and development.
- Leaves of absence.
- Safety and health.
- Relocation and travel.
- Employee recognition and awards.
- Like subjects pertaining to personnel.

In those areas where the Commission has adopted specific policy statements related to personnel issues, the Director's policies shall adhere thereto. Notwithstanding the provisions of this policy statement, all unique, sensitive and/or potentially controversial personnel policies will be submitted to the Commission.

Delegation of Contingent Authority

Effective whenever the Commission lacks sufficient members for a statutory quorum of members, or the Commission has less than six statutory members and the incapacity of a member contributes to the Commission being unable to achieve a statutory quorum, for a regular monthly or specially scheduled meeting due to delays in the appointment and confirmation process for Commission members, the Director, after consultation with the Commission Chair, or the Vice-Chair if the Chair is unavailable, may approve:

- the operating budget and/or amendments to it;
- the statewide transportation improvement program and/or amendments to it; and
- award and rejection of bids for the construction of state highways.

This delegation of contingent authority exercised by the Director shall be subject to ratification by the Commission at the next regular monthly meeting a statutory quorum is attained.

Effective Date: May 16, 2014

Supersedes Policy Dated: November 7, 2013

Last Reaffirmed:

Date of Origin: November 7, 2013

Related Commission Minutes: November 7, 2013 – Comprehensive Policy Review. May 16, 2014 added delegation of contingent authority.

CHIEF ENGINEER

Engineering Issues

In accordance with Section 226.040 RSMo 2000, as amended, the Chief Engineer shall be responsible for the preparation and approval of all engineering documents, plans, and specifications and shall have general oversight of construction and maintenance work for the department as determined by the Director. In complying therewith, the Chief Engineer shall develop and keep current engineering standard plans, specifications and policies for the planning, design, construction, maintenance and operation of the state highway system that further the mission of the department and are aligned with the department's values and tangible results. Federal and state law and federal guidance shall be the foundation for said plans, specifications and policies. The Commission may delegate additional authority for certain related administrative actions such as execution of documents, procurement and administration.

Engineering Policy Guide

To facilitate public knowledge and understanding of engineering processes and requirements of the Department, the Chief Engineer shall be responsible for preparation and upkeep of an Engineering Policy Guide (EPG) as a single reference for all engineering and engineering-related guidance; however, in those cases where the Commission has adopted a specific policy, the provision of the EPG will be in conformance therewith. The EPG shall be made easily accessible to the public via the Internet and such other means deemed by the Chief Engineer to be beneficial to the public and MoDOT business partners.

Effective Date: November 7, 2013

Supersedes Policy Dated:

Last Reaffirmed:

Date of Origin: November 7, 2013

Related Commission Minutes: November 7, 2013 – Comprehensive Policy Review.