

# **DELEGATION MATRIX**

## ***LEVELS OF AUTHORITY***

<b><i>LEVEL</i></b>	<b><i>AUTHORITY</i></b>	<b><i>KNOWLEDGE &amp; PROFICIENCY</i></b>
<b><i>1</i></b>	<b><i>Ask and Recommend</i></b>	<b><i>Limited knowledge and/ or Proficiency</i></b>
<b><i>2</i></b>	<b><i>Act and Report Immediately</i></b>	<b><i>Some knowledge and/or proficiency</i></b>
<b><i>3</i></b>	<b><i>Act and Report Periodically</i></b>	<b><i>Comfort level of Knowledge and proficiency</i></b>
<b><i>4</i></b>	<b><i>Act on Own</i></b>	<b><i>Very Knowledgeable and has proven record of proficiency</i></b>

- ***The four levels of authority are based on the ongoing performance of the staff reporting to the Manager***
- ***Monitoring tools which supports each activity to be assessed should be in place***
- ***Full assessment of the performance are to be completed at Mid and Yearly review***