



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of Update Employee Service Record Designees

**SUBMITTED BY:** David R. Canales, Associate Superintendent

**OF:** Human Resource Department

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** July 19, 2023

**Recommendation:**

To approve the Compensation Director, **Director of Employee Relations**, HR Program Coordinator, and Associate Superintendent of Human Resources to have authorization to sign personnel records of the institution.

**Rationale:**

As per DBA (Legal and Local), the service record must be validated by a person designated by district to sign service records.

**Budgetary Information:**

None

**Board Policy Reference and Compliance:**

DBA (Legal and Local)