



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Update Teacher Service Record Designees

SUBMITTED BY: David R. Canales, Associate Superintendent **OF:** Human Resources

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: October 16, 2024

Recommendation:

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

Rationale:

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

Budgetary Information:

None

Board Policy Reference and Compliance:

DBA (Legal and Local)