

**MEMORANDUM OF DELEGATION
CONTRACT SIGNING AUTHORITY**

DATE: January 18, 2017

TO: Andrea Little, Manager of Employee Relations and Labor Relations

COPY: Kristi Darr, Interim Vice President for University Human Resources
Michael Norton, University Counsel

RE: Delegation of Signing Authority for OSHA Logs

In Section 681-13.8 of the Iowa Administrative Code, the Board of Regents has delegated to me as President authority to sign all contracts and agreements for Iowa State University, with certain exceptions, and to further delegate that authority.

I hereby authorize the acting Manager of Employee Relations and Labor Relations, presently Andrea Little, to sign the following on behalf of the University:

1. OSHA's Form 300, Log of Work-Related Injuries and Illnesses, requiring an annual certification and signature by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) (aka OSHA Logs).

I do not grant Ms. Little the authority to re-delegate this authority.

This delegation shall be effective so long as Ms. Little remains in the position of Manager of Employee Relations and Labor Relations, unless revoked by me.

Signed this 29 day of January, 2017



Steven Leath
President