

UTAH DEPARTMENT OF AGRICULTURE AND
FOOD
POLICIES AND PROCEDURES

JULY 17, 2025

UTAH DEPARTMENT OF AGRICULTURE AND FOOD

POLICIES AND PROCEDURES

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DEPARTMENT OF AGRICULTURE AND FOOD 00.01 PREFACE	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: December 31, 2023
SUMMARY: THE PURPOSE OF THIS MANUAL IS TO SET FORTH THE POLICIES AND PROCEDURES OF THE UTAH DEPARTMENT OF AGRICULTURE AND FOOD.	

The policies and procedures in this manual shall be used by Utah Department of Agriculture and Food (UDAF, Agency or the Department) employees in carrying out their assigned responsibilities. This manual does not include all policies and procedures of the State of Utah. Policies may be added, amended, or deleted as the Department determines appropriate.

Statewide rules and policies affecting State employees are incorporated by reference in these Department policies and procedures.

When Departmental policies are determined to be in conflict with other State or Federal laws or rules, the State or Federal laws or rules shall prevail. Departmental policies may be more restrictive but not less restrictive than State or Federal laws or rules.

When Departmental policies are determined to be in conflict with Division policies, the Department policies shall prevail. Division policies may be more restrictive but may not be less restrictive than Departmental policy.

For the purposes of this manual, “Commissioner” refers to the Commissioner of the Department or the Commissioner’s designee. “Division Director” refers to the Division Director or the Division Director’s designee. “Executive Office” refers to the Commissioner and Deputy Commissioner collectively. Failure to follow these policies and procedures may result in disciplinary action up to and including termination.

DEPARTMENT OF AGRICULTURE AND FOOD 00.02 MISSION STATEMENT AND CORE VALUES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: November 22, 2022
SUMMARY: DEPARTMENTAL VISION, MISSION, AND CORE VALUES.	

VISION:

The vision of the Utah Department of Agriculture and Food is to lead Utah towards self-reliance by promoting, preserving, and protecting all forms of agricultural production and processing to ensure a safe and abundant supply of locally produced food for all Utahns.

MISSION:

The mission of the Utah Department of Agriculture and Food is to support the development of Utah's agriculture and food industries, serve as a steward of our natural resources, safeguard public health, protect consumers, and ensure a quality food supply.

VALUES:

Accountability: We value the fulfillment of our statutory duties as a service-based agency with regulatory responsibilities.

Customer Service: We value the continual improvement of our services through processes and technologies that are innovative and practical, as well as employees who are committed resources for those we serve.

Guardianship: We value our role in consumer protection, safeguarding public health, and the development and effective distribution of a safe, abundant, and secure food supply.

Leadership: We value an organizational system with leaders who coach, motivate, and support a work environment where employees can develop and achieve their highest potential by setting clear expectations, supporting employees in accomplishing their objectives, and recognizing their unique strengths.

Professionalism: We value employees who maintain high professional and ethical standards and who are accountable for their actions.

Relationships: We value healthy working relationships with local, state, and federal governments agencies, stakeholders, and all customers and industries we serve.

Stewardship: We value the conservation, protection, and enhancement of Utah's lands and natural resources.

DEPARTMENT OF AGRICULTURE AND FOOD 01.01 ACCOUNTS RECEIVABLE	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: October 26, 2023
SUMMARY: THIS POLICY SETS FORTH THE POLICIES AND PROCEDURES REGARDING ACCOUNTS RECEIVABLE FOR THE DEPARTMENT.	

REFERENCES

- DIVISION OF FINANCE POLICIES: For a comprehensive list of all Division of Finance policies, please visit: [Division of Finance| State Agency Resources| Policies](#)
- Relevant Division of Finance policies in this policy:
 - FIACCT 06-00.00 Receivables, Overview
 - FIACCT 06-00.01 Recognition of Receivables
 - FIACCT 06-01.01 Definition of Terms
 - FIACCT 06-01.12, Non-Sufficient Funds Checks
 - FIACCT 06-01.13 Past Due Receivables
- Disclaimer: Employees are responsible for reviewing and understanding all applicable Division of Finance policies that may pertain to this UDAF policy. Failure to comply with any relevant Division of Finance policy may result in non-compliance with UDAF policy and potential disciplinary action.

SUMMARY/DEFINITIONS

- Receivables (RE) are recorded when the State has an enforceable legal claim to an asset that has not been received (FIACCT 06-00-01).
- Department policy is compliant with Receivables policies and procedures established by both the Division of Finance and the Office of State Debt Collection (OSDC) FIACCT 06-00.00.

PREPARATION AND DISTRIBUTION

- The Division rendering services will initiate and prepare a Receivable (RE) in the State FINET System, attaching appropriate supporting documentation.
- The Division of Administrative Services will review and approve all RE transactions in FINET.
- The Division of Administrative Services receives the FINET invoices from the State Division of Finance and distributes them to the applicable divisions/programs.
- Division personnel will ensure invoices are distributed to customers for payment on at least a monthly basis.

- When a citation issued by the Department reaches the maximum amount, the division will notify the Division of Administrative Services. The Division will enter the RE into FINET.

RECEIVING PAYMENT

- The Division of Administrative Services receives payment and applies payment to RE in FINET.

PAST DUE RECEIVABLES

- The Department shall follow all policies in FIACCT 06-01.13.
- The Division of Administrative Services shall review the Finance Business Intelligence Report AR04 to ensure all payments received were properly applied to the RE.
- Past due invoices will have, at minimum, two attempts made to collect the debt. A phone call and an email will be sent out. If no response is received within 30 days, the Division of Administrative Services will send a collection letter by certified mail requesting payment within 2 weeks. If there is no resolution within 60 days, the account will be sent to OSDC or referred to the Attorney General's Office for further action as described in Policy 1.03 for follow up.

INSUFFICIENT FUND PROCESS

- The Department shall follow all requirements of FIACCT 06-01.12.
- The bank will notify the Division of Administrative Services of any checks or payments that have insufficient funds (NSF).
- After a payment is considered NSF, the original Cash Receipt (CR) will be modified and an invoice entered into FINET for the face value of the check plus a NSF fee consistent with the amount reflected in the current approved Fee Schedule within 5 business days of receiving the check.
- A NSF notice will be mailed to the issuer within 5 business days of receiving the check.

OVERPAYMENTS

- Any overpayment received for payment of goods, services, licenses, etc. will be deposited to the appropriate program to allow funding availability to reimburse customers, if appropriate. The Division Director or designee shall approve each reimbursement.
- Both the Division Director and Finance Director must approve any exception.

DEPARTMENT OF AGRICULTURE AND FOOD 01.02 CASH RECEIPTS AND MAIL	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 18, 2024
SUMMARY: OUTLINES THE MAIL HANDLING PROCEDURES, INCLUDING CHECKS, CASH, AND APPLICATIONS.	

REFERENCES

STATE MAIL AND DISTRIBUTION

- [State Mail User Guide](#)

DIVISION OF FINANCE|STATE AGENCY RESOURCES|POLICIES

- 13- Cash Receipts

Disclaimer: Employees are responsible for reviewing and understanding all applicable Division of Finance policies that may pertain to this UDAF policy. Failure to comply with any relevant Division of Finance policy may result in non-compliance with UDAF policy and potential disciplinary action.

ALL MAIL WILL BE OPENED

- All mail will be opened, except for mail addressed directly to the Commissioner or Deputy Commissioner.
- For more information on State mail policy, please see the State Mail and Distribution Services Mail User Guide.
- All checks shall be logged and batched by date.
- All checks will remain within Administrative Services. Other mail, without checks, will be distributed to the proper Divisions.

DEPOSITS

- Cash received will be processed for deposit within three business days of receipt. Deposits will be posted using the appropriate accounting codes based on the type of receipt. Check logs will be reconciled with the daily deposit.

RECONCILIATION

- When possible, payments will be received online through the Department's electronic payment systems. Reconciliations of online payments to the system received in and FINET will occur daily when possible, but weekly at a minimum.

BRAND INSPECTION

- The Brand Inspection certificate will serve as the cash receipt for monies collected by the Brand Inspector. Brand Inspectors shall deposit all cash received into the statewide bank account on a weekly basis. The State Treasurer has

- approved a variance for the Brand Inspectors to make deposits into a qualified depository within five banking days from their receipt.
- Brand Inspections cash receipts will be reconciled to the electronic brand system to ensure all expected payments are received on a timely basis. Occasions may occur when a customer under pays or over pays in small increments for various reasons. Due to the costs to process refunds or recoup underpaid fees, a maximum of \$25 variance per Brand Inspector per month will be absorbed.
 - If cash is collected, the brand inspector must deposit all monies to a Wells Fargo Branch location in person or with the night deposit box weekly. Cash collected cannot be deposited into personal bank accounts nor can a personal check be written for cash collected. Cash received cannot be mailed.

GRAIN INSPECTION

- Money will be collected and a temporary receipt issued at the time of Grain Inspection Service for ALL clients without an Open Approval Account.
- A Grain Lab employee will deposit all monies received at the Ogden Grain Lab for grain inspection services within three business days of receipt. A copy of the deposit slip and receipt shall be submitted to the Division of Administrative Services for deposit on the day of deposit.
- Money will be collected and a temporary receipt issued at the time of Grain Inspection Service for ALL clients without an Open Approval Account.

DEPARTMENT OF AGRICULTURE AND FOOD	
01.03 DEBT COLLECTION	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 10, 2025
SUMMARY: THE PURPOSE OF UDAF'S DEBT COLLECTION POLICY IS TO CARRY OUT LEGISLATIVE INTENT IN SERVING AS STEWARDS OF THE PUBLIC'S MONIES.	

REFERENCES

Utah Code Section [63A-3-501](#), Office of State Debt Collection, Definitions
Utah Administrative Code Rule [R21-1](#), Transfer of Collection Responsibility to State Agencies

DEBT COLLECTION-GENERAL INFORMATION

- The Office of State Debt Collection (OSDC) is the statutory entity responsible for collecting on debts owed to the State of Utah. [UCA Subsection 63A-3-501](#) *et seq.* Examples of debts are unpaid fees, licenses, taxes, loans, overpayments, fines, forfeitures, surcharges, costs, contracts, interest penalties and other claims against the State. UCA Subsection [63A-3-501\(1\)\(b\)](#).
- The Department is required by statute and rule to coordinate with the OSDC in collecting debts. Utah Administrative Code Section [R21-1-1](#) *et seq.* sets forth the specific requirements for Agency compliance, including the requirement that debts be transferred to the OSDC within a set time frame after the initial debt is incurred (Note: this is generally the date of the original action leading to a citation or the date the citation was originally sent to the individual or entity in default).

DEPARTMENT PROCEDURES-ISSUING CITATIONS

- Each Division Director will work with their staff to establish a procedure for issuing citations and recording all debts due to the Department, including delinquent licensing, citations, and any other debts as defined by UCA Subsection [63A-3-501\(1\)\(b\)](#).

DEPARTMENT PROCEDURES-CITATION/DEBT TRACKING

- Each Division Director will work with their staff to establish a tracking system for citations or other debts due to the Department. Each Division Director may use the citation system currently in place at UDAF or may choose to establish an independent system, provided that any independent system has the capacity to track debt amounts and other sufficient information as required by the OSDC (such as tax ID information, address etc.). Specific requirements are set forth in Utah Administrative Code [Rule R21](#), including that debts must be submitted to OSDC through FINET unless alternative arrangements are agreed upon with the OSDC.
 - The current tracking system for citations provides multiple notifications regarding the citation and whether it has been paid or remains in default. It

also provides a standard notification that a debt has not been paid for 45+ days on day 45 (calculated by the date the original citation was sent).

- Independently created tracking systems should also track unpaid citations/debts and provide the number of days unpaid since the issuance of the original citation.
- Each Division Director will work with their staff to establish a tracking system for citations or other debts due to the Department.

DEPARTMENT PROCEDURES-COLLECTIONS

- Each Division Director may either submit a debt to the OSDC to be pursued through that office or coordinate with the AAGs to pursue debt collection efforts independent of the OSDC.
- Debts submitted to the OSDC should comply with submission requirements in Utah Administrative Code [Rule R21](#).
- Debts submitted to the AAGs should include a copy of the case file for AAG review.
 - Once referred to an AAG, the AAG will discuss the possible ways to move forward with the collection efforts and the Division Director will determine the appropriate procedure moving forward.
- The Department may revoke or deny the license, permit, or registration of a person who has an outstanding debt.

DEPARTMENT PROCEDURES-RESOLUTIONS

- Once a matter is referred to the OSDC, OSDC becomes the primary entity responsible for collecting on the debt. Questions or concerns regarding collection efforts should be directed to the OSDC directly.
- Conversely, once a matter is referred to the assistant AAG, follow up will be between the Division Director and the AAG, unless the matter is later referred to the OSDC for collection.

DEPARTMENT PROCEDURES-COMMUNICATION WITH EXECUTIVE OFFICE

- Debt collection efforts that present unique situations, have the potential to affect the Department, or any other debts which exceed \$10,000 shall be reported immediately.
 - Any concerns regarding collection on the debt by the Executive Office shall be reported to the Division Director expeditiously.
 - The Commissioner is the ultimate decision-maker with respect to debt collection efforts and may direct a course of action contrary to policy for good cause.

DEPARTMENT OF AGRICULTURE AND FOOD 01.04 FEDERAL GRANTS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: November 22, 2022
SUMMARY: THIS POLICY SETS FORTH THE PROCEDURES FOR REQUESTING FEDERAL GRANT ASSISTANCE.	

REFERENCES

[Executive Order 12372](#), Intergovernmental Review of Federal Programs
[2 CFR 200](#) Office of Management and Budget Guidance for Grants and Agreements

DEFINITIONS

- 2 CFR 200 - [Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

PROCEDURES

- All federal grants applied for and received by the department shall follow federal guidance according to 2 CFR 200.
- The Division of Administrative Services shall provide a [training manual](#) to all department employees who manage a federal program, or have responsibilities that require them to understand federal grant requirements. Division Directors shall determine which employees meet this criteria.
- The Division of Administrative Services shall provide federal grant training at least annually.
- Department employees who manage a federal program, or have responsibilities that require them to understand federal grant requirements shall attend the federal grant training at least once, and more if needed. Division Directors shall determine which employees are required to attend the training.

DEPARTMENT OF AGRICULTURE AND FOOD 01.05 ASSETS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 18, 2024
SUMMARY: THE ACQUISITION, TRANSFER, AND STORAGE OF FIXED ASSETS. ALL FIXED ASSET POLICIES SHOULD ALIGN WITH STATE FINANCE POLICY FIACCT 09-00.00.	

REFERENCES

- Division of Finance: For a comprehensive list of all Division of Finance policies, please visit: [Division of Finance|State Agency Resources|Policies](#)
- Relevant Division of Finance policies for this policy:
 - 09- Fixed Assets
- Disclaimer: Employees are responsible for reviewing and understanding all applicable Division of Finance policies that may pertain to this UDAF policy. Failure to comply with any relevant Division of Finance policy may result in non-compliance with UDAF policy and potential disciplinary action.

POLICY DEFINITIONS

- “Current Assets” means any asset not considered a fixed asset, which includes small equipment having a value of less than \$5,000 and/or useful life of less than one year.
- “Fixed Assets” means assets acquired for use in operations with a value of at least \$5,000 and a useful life of greater than one year.

PROCEDURES

Procedures for Acquisition of Assets

- All asset purchases are required to follow State Procurement Code and Division of Finance Policy.
- Coordination of fixed asset purchases with the Administrative Services Division is critical and required.

MANAGING FIXED ASSETS

- Each division shall assign a fixed asset clerk and inform the Administrative Services Division Fixed Asset Coordinator.
- Each division shall maintain separation of duties. Divisions shall separate responsibilities with assistance from another division’s fixed asset clerk for performing inventory if needed. No person shall perform more than two of the following functions:
 - Purchasing
 - Record Keeping
 - Custodianship
 - Inventory

- Once the item is received, the assigned division fixed asset clerk shall place an inventory tag on the equipment. This tag number shall be submitted to the Fixed Asset Coordinator in Administrative Services, who will enter the fixed asset information in FINET. These FINET records will be maintained and updated monthly.
- Each Division will be given an Asset Control Record and asset tags to be used to maintain inventory control. The [Fixed Asset Control Record Template](#) shall be used.
- In compliance with State rules, the Division of Administrative Service shall oversee an annual physical inventory of Department fixed assets. The Fixed Asset Coordinator shall send a copy of the fixed asset record to each Division's Director annually. Instructions shall be included with this record.
- Division Directors shall ensure the physical inventory for their Division is completed annually by another Division's fixed asset clerk and that results are submitted to the Fixed Asset Coordinator.
- Divisions shall inform the Administrative Services Division's Fixed Asset Coordinator of changes to fixed assets as they occur.
- At the end of employment, all assets assigned to the employee shall be returned and accounted for.

Procedures for Transfer of Fixed Assets Between Divisions

- The Division shall inform the Administrative Services Fixed Asset Coordinator via email of the new Unit and location/building of a fixed asset that is being transferred.
- The Division of Administrative Services shall update the FINET fixed asset system with changes.

Managing Current Assets

- The following current assets are required to be tracked by each division with the completion of a documented annual inventory:
 - Physical assets that are easily pilferable with a value between \$1,000 and \$5,000. Examples include electronic equipment, cameras, radios, and data processing equipment.
 - All teleworking equipment used at an employee's home, including monitors and printers/scanners.
 - Firearms
 - iPad without cellular plans.
- Administrative Services Division is responsible for tracking cellular phones and iPads with cellular plans.

- DTS is responsible for tracking desktop and laptop computers.
- Each Division is responsible for keeping updated records of current assets that must be tracked, including the employee they are assigned to.
- Current assets can be tracked either using asset tags or referencing unique asset identification information, such as serial numbers.

Procedures for Surplus of Assets

- Each Division shall work with the Administrative Services Fixed Asset Coordinator to determine how to surplus assets with an original purchase price over \$100.
- Each Division shall provide the surplus item to the Division of Administrative Services to be surplus.
- Administrative Services shall complete form SP-1 for the item to be surplus, using the Surplus Property website. Items to be auctioned will be entered on the website and placed for bid. Items that are damaged and not appropriate for auction (receiving an SP-1) will be destroyed or discarded using the approved method of disposal. See Division of Purchasing and General Services: [State Surplus Property](#) for forms and additional information.
- FINET shall be updated to remove Fixed Asset items.

DEPARTMENT OF AGRICULTURE AND FOOD 01.06 PURCHASING POLICY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 18, 2024
SUMMARY:THESE ARE PROCEDURES TO BE USED IN ADDITION TO THE REQUIRED STATE PURCHASING AND PURCHASING CARD PROGRAM POLICIES AND PROCEDURES, INCLUDING PROCEDURES GOVERNING EMERGENCY PURCHASES.	

REFERENCES

- Division of Finance Policies: For a comprehensive list of all Division of Finance policies please visit: [Division of Finance|State Agency Resources|Policies](#)
- Relevant Division of Finance Policies for this policy:
 - 21- P- Card Policy
 - 04- Purchasing
- [Utah Administrative Code Title R33](#) Government Operations, Purchasing and General Services
- [Title 63G, Chapter 6a Utah Procurement Code](#)
- [Utah Code 63G-6a-803](#) Emergency Procurement
- Disclaimer: Employees are responsible for reviewing and understanding all applicable Division of Finance policies that may pertain to this policy.

PURPOSE

This policy outlines general policies and procedures that govern the purchasing of items using state funds. This includes using the State Purchasing Card (P-Card) and emergency purchases. All employees are expected to comply with these policies and procedures, state purchasing policies, the Utah Procurement Code, and Utah Administrative Code Title [R33](#). Use of state funds for purchasing is a privilege, and non-compliance or abuse of the privilege may result in severe consequences, including termination of P-Card and/or purchasing privileges or discipline up to and including termination.

To help understand and follow purchasing guidelines, please reference the [Purchasing Flow Chart](#) procedures.

LARGE PURCHASES

- Department employees will follow the guidelines set forth in [Utah Administrative Code Title R33](#) and the Utah Division of Finance policies 4- Purchasing.
- An individual item purchase over \$5,000 or total (multiple item) purchase over \$10,000 shall be approved in writing by the Commissioner or Deputy Commissioner before purchase.

PROCEDURES FOR THE USE OF P-CARDS

- The Department may request P-cards for employees to use on State business.
- Process for an employee to get a P-card: Notify the Division of Administrative Services, complete (and pass) purchasing training, and complete an application. The Division of Administrative Services will submit documents to the appropriate State contacts.
- All Purchases must be in compliance with the State of Utah Purchasing guidelines. Employees should be cognizant of anything purchased over \$5,000.
- P-cards are issued in the name of the employee, with no fee charged to the State or the employee, and should be used for the payment of OFFICIAL STATE BUSINESS, travel (with the exception of meals), and other acceptable expenses. These cards should NOT be used for paying personal non-official expenses. In the event a cardholder accidentally uses a P-card for personal use, the director of Administrative Services shall be notified immediately and a plan for repayment can be made.
- The monthly statement for the P-card is sent to the employee (or Division secretary) and the employee's supervisor for distribution by the 15th of each month. It is the employee's responsibility to complete a reconciliation by completing a log (with all coding filled in), reconciling the log to the statement, and providing receipts and other necessary paperwork justifying the expenses. The cardholder's manager or designee shall review and reconcile the P-card log to the original receipts and to the monthly credit card account statement that was sent by the Administrative Services Division to the manager independently (NOT from the cardholder). This review shall be documented by a signature and date on the log. These reconciliations are to be completed by the end of the month and returned to the Division of Administrative Services to process. State policy requires P-card reconciliations and approvals to be finalized within 30-days of the statement date. If reconciliations are not completed timely, the employee may lose P-card privileges.
- Lost or stolen cards should be reported immediately to the Division of Administrative Services.
- Upon termination of employment, an employee must return the P-Card to the Department. The Department will destroy the card and notify the Division of State Finance. During this period, the State is only liable for the official travel expenses that have not been reimbursed. The employee will reconcile the final statement or provide all documentation to their supervisor before leaving.

- Upon termination of the P-Card privileges of an employee, the Department will notify the appropriate State contact that the card is no longer needed, obtain the card from the employee, and destroy it. The employee will reconcile the final statement and provide all documentation to their supervisor before returning the card.
- If an employee needs a different authorized amount on their P-card they should notify the Division of Administrative Services. The Division will request the increased authorization limit from the State contact.
- Each employee will need to sign a new Purchasing Card Agreement to renew their P-Card.

EMERGENCY PURCHASES

- Emergency procurement may only be used when circumstances create harm or risk of harm to public health, welfare, safety, or property.
- Prior to initiating procurement, the following should first be reviewed and shall be complied with:
 - [Utah Code 63G-6a-803](#) Emergency Procurement
 - [Utah Administrative Code Title R33-108-401](#) Emergency Procurement
- The Commissioner serves as the designee of the state's Chief Procurement Officer for emergency procurements. The Commissioner is authorized to designate others to make decisions regarding emergency procurement. All division directors are authorized as a designee of the Commissioner to make emergency procurement decisions.
- Within 12 days of the emergency procurement, the Commissioner or the Commissioner's designee shall prepare and submit documentation to the state's Division of Purchasing:
 - describing the specific emergency that necessitated the emergency procurement;
 - documenting the basis for the selection of the procurement item;
 - declaring the name of the highest-ranking government official that approved the emergency procurement; and
 - providing each written contract related to the emergency procurement.

REVIEWS

- The Administrative Services Division will review monthly reports for employee compliance with this policy. This will include a review of any past due amounts. Any non-compliance will be reported to the appropriate Division Director.

DEPARTMENT OF AGRICULTURE AND FOOD 01.07 USE OF PERSONAL PROPERTY FOR WORK RELATED ACTIVITIES	
EFFECTIVE DATE: August 16, 2021	REVISION DATE: October 26, 2023
SUMMARY: THE PURPOSE OF THIS POLICY IS TO ESTABLISH A CONSISTENT POLICY, PROCEDURE, FEE SCHEDULE, AND APPROACH FOR THE DEPARTMENT’S USE OF AN EMPLOYEE’S PERSONAL PROPERTY FOR OFFICIAL DEPARTMENT BUSINESS AND TO ESTABLISH A PROCEDURE TO ADDRESS SITUATIONS WHERE AN EMPLOYEE’S PERSONAL PROPERTY IS DAMAGED DURING DEPARTMENT USE.	

REFERENCES

[State Purchasing Policies](#)

[Utah Division of Finance Policies](#)

[Utah Code, Title 67, Chapter 16, Utah Public Employees Ethics Act](#)

POLICY

The Department strongly recommends the use of Department owned property or rental items over the use of an employee’s personal property. Personal property of Department employees should not be used unless absolutely necessary.

If deemed necessary, Department use of an employee’s personal property may occur through one of two scenarios: (1) the Department rents the property from the employee and the Department compensates the employee for that use; or (2) the employee donates use of the property to the Department and the property is used at no charge. Personal property used by the Department must be maintained in the Department’s care, custody, and control, and must be used for a business purpose.

This policy is intended to guide the Department and its employees in situations not otherwise governed by protocols established in [State Purchasing Guidelines](#) and [Division of Finance Policies](#). Any property rental or donation shall follow the guidelines of the Utah Public Employee Ethics Act, Utah Code Title 67, Chapter 16. The Department shall not solicit donations from individuals. They must be freely offered and disclosed on the employee’s annual conflict of interest disclosure.

DEFINITIONS

- Actual days of use means the number of days the personal property is used on a project.
- Personal property use event means the time period when the Department is in possession of the personal property.
- Personal property refers to equipment i.e. livestock trailers, UTV’s, ATV’s, horses, or other items used by the Department and owned by an employee.

PROCEDURES

RENTAL/DONATION AGREEMENT STANDARDS

- If the Department wishes to use the personal property of a Department employee pursuant to this Policy, the Department employee using the personal property is responsible for ensuring that the owner of the personal property and the Department execute the “Use of Personal Property Agreement” attached to this Policy.
- If a Department employee wishes to rent or donate use of a piece of personal property they own, the “Use of Personal Property Agreement” must be signed prior to the personal property use event.
- Personal property shall be rented at a rate consistent with the fee schedule.
- Total reimbursement for any personal property use event is calculated based on the number of actual days of use of the property. There will be no reimbursement for personal property use if the use is donated by the Department employee.
- The Utah Division of Risk Management may provide liability coverage in the event of damage or loss to personal property when it is rented by or donated to the department. The Division’s coverage agreements and statutes will control in regard to the requirements for and extent of this coverage. The Division of Risk Management will not provide coverage for loss or damage related to animals.
- The Department may provide liability coverage in addition to that coverage provided by the Division of Risk Management or in the event that the Division of Risk Management declines coverage.
- Department liability for rented or donated use of personal property shall be the lesser of the “maximum Department liability” listed below or the fair market value of the item. If the use of an item is donated by a Department employee, the Department’s liability would, at most, extend to damage to the item.
- The Department will not be liable for damages to personal property donated or rented to the Department under this policy unless a “Use of Personal Property Agreement” is completed and signed by all parties prior to the personal use event.
- The Program Manager must approve department use of personal ATVs, snowmobiles, and other motorized equipment (excluding boats) in writing prior to the personal property use event.

- The Department may not rent personal property from another entity if a state-owned item will serve the Department's needs and is reasonably available.
- The owner of the personal property shall comply with all applicable federal, state and local laws, ordinances and regulations while in the performance of this agreement. A Federal Tax form 1099 will be issued to them if personal property rental exceeds \$600 per calendar year.
- Long term use (longer than 30 days) of personal property or uses of highly valuable items (worth more than \$30,000) of personal property must be handled through a separate contractual agreement and not pursuant to this policy. Such agreements shall be approved in advance by a Department Director and the Commissioner or their designee.

USE OF PERSONAL PROPERTY AGREEMENT FORM

- An agreement form must be completed each time personal property is used.
- The program manager must sign and date the agreement form.

PERSONAL INSURANCE

- The Department recommends that employees secure private insurance coverage for their personal property used under this policy. Upon request, a copy of the private insurance policy for the employee's personal property shall be provided to the Department. A Department employee may not be reimbursed by the state and a private insurance company for the same damage to their personal property.
- Department employees should be aware that standard private insurance policies may not provide insurance coverage for personal property in situations where a state-owned vehicle is towing personal property.
- The Department encourages owners of personal property used under this policy to consult their private insurer to evaluate coverage options.

DEPARTMENT RENTAL FEE SCHEDULE

<u>Item</u>	<u>Rental Rate (per day)</u>	<u>Max. Department Liability</u>
Horse (rate and liability includes tack, feed, trailers)	\$40	\$4,000
ATVs	\$50	Fair Market Value up to \$15,000
UTV	\$125	Fair Market Value up to \$30,000
Other*	TBD	Fair Market Value

*A Division Director must approve the rental rate for any other item in writing

prior to the personal property use event.

The Department may consider the following in determining fair market value:

For a vehicle

- the value of several comparable vehicles;
- the Kelly Blue Book Value of the vehicle;
- a valuation provided by the employee's insurance company; or
- the replacement cost of the vehicle, whether new or used

For a horse

- the cost of the horse, based on the horse's age, record, training level, auction price; and
- other factors as determined by the Department in its sole discretion

In the event of injury to a horse, the Department shall not be liable for veterinary bills or loss of breeding capabilities or revenue greater than the Max Department Liability.

- In calculating the Department's liability for damage to personal property, the Department will establish the fair market value of the personal property in question, determine the depreciation to the property caused by the damage or the estimated costs to repair the damage, and consider any compensation the owner of the personal property has received from third parties, including private insurers, and from the Division of Risk Management, if applicable.
- In any event, the Department's liability for damage to personal property shall not exceed the figures provided above under "Max. Division Liability" or Fair Market Value as established by the Division Director.

PREDATOR CONTROL PROGRAM

- The Department may reimburse employees within the Predator Control Program for use of personal property at a rate different from the Rental Fee Schedule set forth in this policy.
- The Department and employee shall enter into an agreement detailing the personal property used, fee schedule, and any other necessary information.

DEPARTMENT OF AGRICULTURE AND FOOD 01.08 ACCEPTING CREDIT CARD PAYMENTS	
EFFECTIVE DATE: March 1, 2022	REVISION DATE: March 1, 2022
SUMMARY: THE PURPOSE OF THIS POLICY IS TO ESTABLISH PROCEDURES FOR ACCEPTING CREDITS CARDS FOR PAYMENT OF FEES, SERVICES, AND PRODUCTS IN COMPLIANCE WITH PAYMENT CARD INDUSTRY STANDARDS	

REFERENCES

- Division of Finance policies: For a comprehensive list of all Division of Finance policies, please visit: [Division of Finance|State Agency Resources|Policies](#)
- Relevant Division of Finance policies for this policy:
 - FIACCT 07-08_00 Revenue- Credit Cards

DEFINITIONS

PCI means Payment Card Industry security standards.

Mobile Device means any device using cellular data or wifi that accepts credit card payments via mobile payment applications.

POLICY

Procedures for Accepting Credit Card Payments

- The Department must comply with Division of Finance Policy FIACCT 07.08-00 (Credit Card Payments), for accepting credit card payments.
- The Department must contact the State Division of Finance to set up new credit card merchant numbers (if new) and arrange for purchase of equipment.
- The Department must complete a background check, through Human Resources, for each user of card swipe and PCI computers.
- The Department must document data security roles for each user.
- The Department will provide annual PCI security training to each user, with instruction on reporting suspicious behavior.
- Each user must have a unique USER ID and password.
- Receipts, reports, or any other documentation with masked or truncated account data (no more than the last four digits visible), will be stored in a secure area.
- The Department will keep an updated list of all devices; including serial number, make, model, and location.
- Credit card numbers will be masked or truncated (no more than either the first 5

or the last four digits visible), when displayed.

- Credit card numbers will not be recorded.
- CVC or security code will not be stored after authorization
- Swipe card machines will be in full view of employees at all times.
- Machines will be settled automatically on a daily basis.
- Swipe card machines will be periodically inspected for tampering or substitution.
- ID will be verified for any repairman, prior to granting access to swipe card machine or PCI computer.
- This policy will be reviewed annually, and any needed updates will be made.
- The Department will comply with the Acceptable Use of Card Technologies policy.

Procedures for Accepting Credit Card payments via mobile payment applications

- The Department must comply with the Division of Finance Policy FIACCT 07.08.01 Credit Cards Mobile Payment Applications, for accepting credit card payments via mobile payment applications.
- The Department must complete the Division of Finance Credit Card Implementation Checklist for State agencies.
- Mobile swiping devices must be used only with State owned phones or tablets, with DTS-provided MDM.
- No more than five people can access one device.
- Employees using a device must be trained on the policies and procedures for the device and complete PCI compliance training, prior to use.
- While a device is not in use, it will be stored in a locked location.
- A usage log will be maintained at all times, for every device.
- The Department will have a PCI incident response plan. Incidents will be documented with: date, time, type, action taken, and resolution.
- The Department will submit a PCI Self-Assessment Questionnaire annually, to the State Division of Finance, for review and approval.

DEPARTMENT OF AGRICULTURE AND FOOD 01.09 EMPLOYEE REIMBURSEMENT-RELOCATION EXPENSES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: May 15, 2025
SUMMARY: PROCEDURES FOR AN EMPLOYEE REQUESTING REIMBURSEMENT FOR RELOCATION EXPENSES.	

REFERENCES

- [Division of Finance|State Agency Resources|Policies](#)
 - FIACCT 05.03.03 Payments- Employee Reimbursements- relocation reimbursements
- [Utah Administrative Code,DHRM Rule R477-6](#), Compensation

This policy has been established to ensure consistency throughout the Department in providing an equitable reimbursement for State of Utah employees who are required to relocate due to their employment. (See FIACCT 05-03.03).

APPROVAL

- All relocation moves require prior written approval of the Division Director or Commissioner and must be in the best interest of the State.
- The employee initiates relocation reimbursement by submitting a written request to their Division Director, including the reason for relocation and estimated expenses.
- After the Division Director reviews the request and approves the relocation reimbursement, the Division Director forwards the request to the Commissioner or Deputy Commissioner for final approval.
- Upon final approval, the employee will submit the Employee [Reimbursement/Earnings form](#) to the Division of Administrative Services as outlined in FIACCT 05.03.03.

DEPARTMENT OF AGRICULTURE AND FOOD 02.00 HUMAN RESOURCE MANAGEMENT	
EFFECTIVE DATE: May 15, 2025	REVISION DATE: May 15, 2025
SUMMARY: THIS POLICY OUTLINES THE ADOPTION OF STATE LAW AND DHRM RULES, AND THE CORRESPONDING UDAF SUPPLEMENTAL POLICIES.	

PURPOSE

This section outlines the Department’s policies, procedures, and guidelines for human resource management. UDAF’s human resource management practices are governed by Chapter 63A-17 Utah State Personnel Management and the Department of Human Resource Management (DHRM) rules, which take precedence over any departmental policy. The Department policies within this section are supplemental to and comply with these state laws and rules.

POLICY

It is the policy of the Department to adopt and comply with the requirements, procedures, and guidelines per [Chapter 63A-17 Utah State Personnel Management](#), the following DHRM Rules AND the corresponding Department policy as referenced. Employees shall follow the statute, DHRM Rule, and the supplemental UDAF policy.

- **DHRM Rule [R477-1 Definitions](#)** – The Department adheres to the definitions provided in Rule R477-1. These definitions govern all aspects of UDAF's human resource management. No separate UDAF policy exists.
- **DHRM Rule [R477-2 Administration](#)** – UDAF administrative practices related to personnel are in compliance with DHRM Rule R477-2. No separate UDAF policy exists.
- **DHRM Rule [R477-3 Classification](#)** – Job classification procedures at UDAF follow DHRM Rule R477-3. Internal procedures are in place to ensure accurate job classifications, and employees shall refer to [Section 67-19a Grievance Procedures](#), and DHRM for detailed grievance processes.
- **DHRM Rule [R477-4 Filling Positions](#)** – UDAF's recruitment, interviewing, and selection procedures are aligned with DHRM Rule R477-4. See Appendix B.04 [New Employee Checklist](#) and [Executive Order 2021-8 \(Returnship\)](#).
- **DHRM Rule [R477-5 Employee Status and Probation](#)** – UDAF adheres to DHRM Rule R477-5 regarding employee status and probationary periods. No separate UDAF policy exists.
- **DHRM Rule [R477-6 Compensation](#)** – See UDAF Policy [02.01 Pay for Performance](#) for details on how compensation is administered, supplementing DHRM Rule R477-6.

- **DHRM Rule [R477-7 Leave](#)** – UDAF follows DHRM Rule R477-7 for all leave-related matters. See UDAF Policy [02.02 Leave Bank Policy](#) for supplemental information.
- **DHRM Rule [R477-8 Working Conditions](#)** – UDAF adheres to DHRM Rule R477-8. See UDAF Policies [02.03 Telework Policy](#) and [02.06 Additional Employee Benefits](#) that includes specific practices for Apparel, Exercise Release Time, Mental Health Leave, Educational Assistance, and Transit benefits.
- **DHRM Rule [R477-9 Employee Conduct](#)** – See UDAF Policy [02.04 Standards of Conduct](#), which supplements DHRM Rule R477-9.
- **DHRM Rule [R477-10 Employee Development](#)** –UDAF aligns with DHRM Rule R477-10. See UDAF Policy [02.01 Pay for Performance](#) for additional details on employee development incentives.
- **DHRM Rule [R477-11 Discipline](#)** – UDAF disciplinary procedures comply with DHRM Rule R477-11. No separate UDAF policy exists.
- **DHRM Rule [R477-12 Separation](#)** – Employee separation processes at UDAF follow DHRM Rule R477-12. See Appendix B.05 [Exit Employee Checklist](#) for specific UDAF procedures.
- **DHRM Rule [R477-13 Volunteer Programs](#)** – See UDAF Policy [02.05 Volunteer Policy](#), which supplements DHRM Rule R477-13.
- **DHRM Rule [R477-14 Substance Abuse and Drug-Free Workplace](#)** – UDAF adheres to DHRM Rule R477-14. No separate UDAF policy exists.
- **DHRM Rule [R477-15 Workplace Harassment Prevention](#)** – UDAF complies with DHRM Rule R477-15. No separate UDAF policy exists.
- **DHRM Rule [R477-16 Abusive Conduct Prevention](#)** – UDAF complies with DHRM Rule R477-16. No separate UDAF policy exists.

DEPARTMENT OF AGRICULTURE AND FOOD 02.01 PAY FOR PERFORMANCE	
EFFECTIVE DATE: July 1, 2023	REVISION DATE: July 1, 2023
SUMMARY: THIS POLICY ESTABLISHES GUIDELINES AND CRITERIA FOR THE DEPARTMENT TO AWARD PAY FOR PERFORMANCE.	

REFERENCES

[Utah Code 63A-17-106](#)

[Utah Code 63A-17-112](#)

[DHRM Rule R477-10 Employee Development](#)

DEFINITIONS:

“Behavioral expectation” means expectations of the day-to-day manner of performance with which an employee produces results.

“Employee” means a Department employee in a position that is designated under any schedule, except AB.

“Manager” means a supervisor who supervises another supervisor.

“Pay for performance” means a plan providing financial incentives to an employee for meeting or exceeding production or performance goals.

“Performance standard” means expectations of task completion that are tied to the duties and responsibilities of the employee.

“Supervisor” means an employee who provides regular supervision and performance evaluation of an employee.

VISION

The Department values its employees and desires to enhance their pay for meeting or exceeding performance standards, behavioral expectations, and goals.

No provision of this policy shall be construed as a contract, a promise, or an employment agreement. The Commissioner can make exceptions to this policy as allowed by applicable law and rules.

POLICY

General Provisions

- The Department will implement a performance management system using pay for performance according to this policy.
- The performance management system will include establishing a performance plan for each employee at the beginning of each review period, monitoring progress throughout the review period, assessing outcomes at the end of the review period, assigning appraisal ratings to each evaluated employee, and, based upon budget, administering pay based on an employee's performance.
- An employee's primary supervisor will perform performance evaluations.

Supervisor Responsibilities:

- Manage each employee's performance.
- Ensure that each employee they supervise has an annual performance plan that includes specific goals and targets for the employee, including measurement procedures. For new hires, supervisors shall complete their first performance plans within 60 days of the date of hire.
- Meet with each employee they supervise at the beginning of each evaluation period and work with the employee to set the employee's goals and communicate performance standards and behavioral expectations.
 - Performance standards include a focus on task completion tied to job duties and responsibilities with a standard baseline performance expressed in terms of quantity, quality, time, cost, effect, manner of performance, or method of doing (such as SMART - Specific, Measurable, Achievable, Relevant, Time-bound). Examples: "Respond to public or stakeholder inquiries within 24 hours," "keep commitments," "complete work within established time standards."
 - Behavioral expectations include the observable behavior to be performed, the conditions in which the behavior should be performed, and the minimal acceptable level of performance. Examples: "Working assigned schedule," "Arrive to work/meetings prepared and on time," "Taking responsibility for your results without blaming others," "Treat others with respect and dignity."
 - Stretch Goals are measures that require an employee to surpass the baseline standard. They can be expressed in similar language to standards, but *should require some level of stretch* to achieve. Achieving standards equals successful performance while

achieving ambitious goals exceeds standards. Therefore, stretch goal measures may be tied to ratings that exceed successful ratings.

- Monitor each employee's progress throughout each evaluation period.
- Provide each employee with regular verbal and written feedback on the standards, expectations, and goals outlined in the annual performance plan.
- At least once per quarter, conduct a verbal evaluation and provide written documentation of each employee's progress in meeting the performance standards, behavioral expectations, and stretch goals contained in the employee's performance plan.
 - Document verbal feedback provided to the employee during the quarterly evaluation period.
 - Explain the basis for the quarterly evaluation to the employee.
 - Provide the employee an opportunity to review and provide feedback related to the quarterly evaluation.
 - Appropriately file and store feedback and employee feedback. This can be done in the Utah Performance Management System or through another method that is accessible upon request.
 - Quarterly evaluations should not include performance ratings.
- Conduct annual performance evaluations.
 - During each fiscal year, complete an annual written performance evaluation of each employee's progress in meeting the performance standards, behavioral expectations, and stretch goals during the evaluation period.
 - Assign a rating to each employee they supervise at the end of each evaluation period.
 - The rating scale is:
 - Unsuccessful: Unsuccessful means the employee did not meet the critical standards or expectations in the performance plan.
 - Needs Improvement: Needs Improvement means the employee's performance may not have met some of the critical standards in the performance plan while others were met or may have approached not meeting the standards or expectations in the performance plan. The employee met some standards, but did not meet an overall level to be considered successful.
 - Successful: Successful means the employee met the standards or expectations in the performance plan.

- If an employee was successful overall but fell short in some areas this will be clearly documented along with expected areas of improvement.
 - Exceptional: Exceptional means the employee met all baseline standards or expectations in the plan plus achieved at least 50% of stretch goals defined in the plan.
- Consult with their manager for feedback as needed during the drafting of each employee's annual performance evaluation.
- Conduct an annual performance evaluation meeting with each employee.
 - Review the employee's performance during the preceding year and discuss the employee's overall performance rating and the basis for the rating.
 - Provide each employee an opportunity to provide written comments pertaining to their performance evaluation.
 - Finalize each employee's annual evaluation within 30 days of the end of the performance plan.

Employee responsibilities:

- Meet with their supervisor to set performance goals and discuss performance standards and behavioral expectations.
- Throughout each evaluation period, work to meet the standards, expectations, and goals contained in their performance plan.
- Notify their supervisor of their progress in meeting the standards, behavioral expectations, and goals.
- Attend and participate in quarterly evaluation meetings with their supervisor.
- Attend and participate in annual evaluation meetings with their supervisor.
- Take all actions necessary to assist their supervisor in finalizing each year's annual performance evaluation.

Manager responsibilities:

- Ensure each supervisor they manage completes all mandatory training described in Utah Code [63A-17-106\(7\)\(e\)](#) at least annually.
 - All new supervisors must complete the training within six months of being promoted or hired to the position of supervisor.
- Include the requirement to complete all mandatory training described in Utah Code [63A-17-106\(7\)\(e\)](#) as a performance standard or behavioral expectation in each supervisor's annual performance plan.

- Include the supervisor's effective use of the training, information, and principles as a performance standard or behavioral expectation in each supervisor's annual performance evaluation.
- Review, provide feedback, and approve draft annual employee performance evaluations provided to them by the supervisors they supervise.

Pay for Performance

- There are many factors influencing how pay for performance compensation could be determined for a given year, such as, the amount of available funds and the distribution of employees in each rating category.
- In general, the following will guide the Commissioner's Office in their determination of how pay for performance compensation will be dispensed to employees.
- Subject to available funds:
 - An employee whose annual performance evaluation rating is "unsuccessful" or "needs improvement" will not receive pay for performance for that evaluation period.
 - An employee whose annual performance evaluation rating is "successful" will receive pay for performance for that evaluation period.
 - An employee whose annual performance evaluation rating is "exceptional" will receive pay for performance for that evaluation period. The pay for performance amount will exceed the amount given to employees with "successful" ratings.

DEPARTMENT OF AGRICULTURE AND FOOD 02.02 LEAVE BANK	
EFFECTIVE DATE: May 15, 2025	REVISION DATE: May 15, 2025
SUMMARY: THIS POLICY PROVIDES THE DEPARTMENT SUPPLEMENTAL PROCEDURES FOR THE LEAVE BANK PROGRAM, IN ACCORDANCE WITH RULE R477-7, LEAVE.	

Purpose:

The Supplemental Leave Bank Program provides a process for benefited employees to request assistance when they or immediate family members experience a catastrophic accident or illness requiring a prolonged absence, and when their own accrued leave is exhausted, as outlined in Utah Administrative Code Rule R477-7.

Definitions:

For the purposes of this *Supplemental* policy:

- “Immediate family member” means an employee’s spouse, child, or parent living in the employee’s home, or a parent living outside an employee’s home if approved for Family and Medical Leave to care for the parent.

Procedures:

- **Applying for Leave Bank Assistance:** A benefited employee seeking Leave Bank assistance should contact their Division Director to obtain information regarding the specific procedures to apply and the applicable documentation required. General documentation will include medical certification.
- **Processing Requests:**
 - The employee submits the required documentation to their Division Director.
 - The Division Director reviews the documentation and provides recommendations to HR.
 - The employee also submits FMLA documentation (Medical verification if FMLA ineligible) directly to Human Resources.
 - HR reviews all documentation and provides recommendations to the Commissioner, including:
 - whether medical documentation supports the request;
 - available bank hours; and

- any previously used leave bank hours in the year.
- The Commissioner makes the final decision.
- The Division Director notifies the employee of the Commissioner's decision.
- **Using Leave Bank Hours:**
 - Leave bank hours are only granted after Commissioner approval.
 - Approved leave bank hours may be applied retroactively to the first day of leave-without-pay.
 - Additional requests for leave bank hours require contact to the Division Director and updated medical documentation.
- **Outside Employment:** In accordance with Utah Administrative Code Rule R477-7-19, employees using donated leave bank hours who wish to engage in outside employment must request and receive *written consent from the Commissioner* before starting the outside employment. The request for consent should be submitted in writing to Human Resources.

Department-Specific Provisions:

- The Department does not accept Leave Bank donations from employees outside of the Department.
- The Division Director and Commissioner may extend probationary periods for employees receiving donated leave assistance, following consultation with HR.
- **Commissioner's Discretion:** Exceptions to these supplemental procedures will be made at the Commissioner's discretion.
- **Confidentiality:** All requests and medical information will be handled with appropriate confidentiality by management and HR.

DEPARTMENT OF AGRICULTURE AND FOOD 02.03 TELEWORK	
EFFECTIVE DATE: September 1, 2024	REVISION DATE: September 1, 2024
SUMMARY: PROVIDES GUIDELINES FOR DEPARTMENT EMPLOYEES WHO TELEWORK, CONSISTENT WITH DHRM POLICY.	

Definitions

Approved telework location An approved work location for an employee participating in an approved telework arrangement to work outside of the employee's assigned primary work location. Utah Administrative Code Rule 13-4 prohibits an employee from working outside Utah state borders without an approved exception.

Field Employee An employee whose primary work responsibilities are not within a state office, such as an inspector, brand inspector, predator control trapper, etc. These employees are not subject to this policy and are not required to have a telework agreement in place. They may be required to attend meetings or training in the office periodically at the discretion of their supervisor or division director. Division directors have discretion to determine who is a field employee in their division.

Primary work location The physical State or other office building assigned to an employee's position by management.

50 Mile Proximity The distance between an employee's residence and their primary work location. Google Maps will be used to determine the distance between the employee's residence and their primary work location.

Special Circumstance Day A day when predicted heavy snowfall or other situations pose a risk to employee safety or health, as determined by the Governor's Office of Planning and Budget or a designee.

Telework Agreement An approved work flexibility arrangement under which an employee performs part or all the duties, responsibilities, and other authorized activities of their position from their approved telework location rather than the primary work location.

Purpose

The Department's telework policy is designed to provide directors, managers, and supervisors with the tools needed to effectively manage the telework program through clearly defined and agreed-upon expectations and accountability measures. Successful telework requires a mutually beneficial agreement between an employee, their supervisor, and the Department. Telework agreements will only be approved when it is determined that the employee can effectively perform their duties remotely.

Guiding Principles

- Telework can help employees balance work and personal responsibilities, thereby enhancing employee satisfaction and well-being, aiding retention, and serving as a draw to potential job applicants.
- Telework is a management tool and a privilege for qualifying employees. It is determined on an employee-by-employee basis.
 - Teleworking employees are expected to be responsive and available during scheduled work hours.
 - Telework agreements do not allow employees to work outside Utah. Any exception to this is rare and would require approval through Utah Administrative Code Rule R13-4.
- Full-time telework should be the exception, not the norm. Collaboration and teamwork are best obtained when there is some level of regular, in-office presence.
- Newly hired employees who have been with the department for six months or less or those facing discipline or corrective action may not be considered for telework arrangements unless they are approved by the Division Director.
- Telework agreements require clearly defined and agreed-upon expectations and accountability measures between the supervisor and employee. Any employee that teleworks one day per week or more must have a telework agreement in place.
 - Expectations and accountability measures should be reviewed quarterly and updated at least annually. It's recommended this happens as part of the employee's quarterly performance evaluations.
 - Telework privileges can be revoked by an employee's supervisor, Division Director, or the Commissioner if needs change or expectations are not being met.

- Telework agreements are tied to the employee, not the position.
- Divisions are encouraged to hold regular all-staff hybrid meetings each month. In-person meetings are recommended at least quarterly. Division leadership should build a schedule that works best for the Division.
- Supervisors are encouraged to meet with each teleworking employee at least weekly. Daily check-ins are considered best practice.
- The Division Director and the Commissioner must approve full-time telework agreements.

Policy

- This policy applies to all Department employees. The policy does not apply to field employees or independent contractors performing services for the Department on a contractual basis.
- This policy is intended to comply with the Division of Human Resource Management's telework rule, Section R477-8-2. To that end, teleworking shall be considered a privilege, not a universal employee benefit or right. The Department reserves the right to terminate, rescind, modify, suspend, or deny any employee's telework agreement at any time for reasons identified by management.
- Telework is managed by formal agreement between an employee and their supervisor and Division. Each telework agreement shall include approval from the employee's supervisor and Division Director.
- Telework agreements shall be reviewed quarterly as part of the performance reviews and updated at least annually.
- Regularly scheduled teleworking may be considered for individuals to foster enhanced recruitment, retention, efficiencies, and effectiveness in space utilization and overall daily operations. Telework may not be an appropriate work arrangement for all individuals.
- Employees and supervisors must complete all required [telework training](#) and have an approved telework agreement outlining verifiable performance measures prior to beginning telework.
- An employee's commute time, which is the time an employee spends traveling from home to work and from work to home, is not considered work hours and is not paid time according to DHRM rule.
- The telework agreement shall establish a consistent and approved daily work location.
- Employees may be required to work additional in-office days as required by their manager or Division Director.
- Attending an in-person meeting on a telework day does not replace a scheduled office day unless approved by the supervisor.

- The Department's Executive Office recommends the following telework structure:
 - At least 3 days a week in the office for supervisory employees.
Supervisors should correlate their in-office days with their staff's in-office days.
 - At least 2 days a week in the office for non-supervisory employees.
 - Employees that have alternative schedules are required to have the same number of in office days.
 - The Division Director must approve telework structure outside this general expectation.
 - Any telework exceeding 3 days per week needs approval from the Division Director and the Commissioner.
- Management may require an employee to report to any work location at any time for any reason.
- Living outside the 50-mile proximity does not automatically qualify an individual for telework. An employee deciding to permanently relocate their residence outside of the 50-mile proximity from their current primary work location does not guarantee authorization for telework arrangements. Requests to telework under these circumstances require review and assessment by the Division Director.
- An employee must have a performance rating of at least "successful" to be approved for telework. Employees that have been with the Department at least six months but not yet had a performance evaluation are eligible for telework.
- Telework privileges will be suspended for a minimum of one quarter for an employee who receives "unsuccessful" on a quarterly evaluation.
- A written reprimand, suspension without pay, or formal performance improvement plan (PIP) automatically disqualifies an employee from telework for a minimum of 6 months from the date of the employment action.
- Special circumstance days, as declared by the Governor's Office of Planning and Budget, apply to all employees and supervisors unless their attendance is required to perform essential duties.
- Employees needing to work remotely from a location other than their approved telework location must have supervisor approval.
- Supervisory approval is required for adjustments to an approved work or teleworking schedule.
- Teleworking employees must check in with their supervisors on a daily basis regarding their work assignments. Their division director shall determine the manner to check in.
- Failure to comply with the telework policy, including the fulfillment of in-office days, may lead to disciplinary action up to and including dismissal.

Conditions for Telework

Authorized teleworking employees must maintain appropriate conditions to be successful in working at their approved telework location, including adherence to the requirements outlined below:

- Maintain safe working conditions at an approved telework location and immediately notify their supervisor, DHRM representative, or both of any accident or injury occurring at the approved telework location, other alternate work location, or primary work location.
- Maintain established performance standards as outlined in the telework agreement and annual performance plan.
- Provide the highest level of customer service and support, including being available and making a reasonable effort to answer phone calls and return voicemails promptly.
- Ensure approved telework location provides a professional work environment, connectivity, technology, resource access, and security.
- Use approved safeguards to:
 - Protect state records from unauthorized disclosure and damage.
 - Prevent the release of confidential business information.
 - Comply with all requirements set forth by the Department and applicable laws, rules, policies, and regulations.
- Maintain and pay for internet service that will allow the employee to efficiently and effectively accomplish work tasks and immediately address any service or performance-related issues with the internet service (e.g. bandwidth shall be sufficient to support having your camera on for video conference calls).
- Minimize the need for office supplies and printing costs by using electronic documentation.
- Maintain the agreed-upon work schedule as outlined in the telework agreement and document all work time in accordance with rules and policies. Comply with all applicable federal, state, and municipal laws as well as state, Department, and DHRM rules and policies, including those dealing with time reporting and overtime.
- Accurately record all hours worked in the payroll system using appropriate codes. Mark all telework time with “TW.”
- Maintain effective and regular communication with supervisors and other employees with whom communication is essential for successfully implementing the telework arrangement and job performance. Return phone calls and voicemails promptly.

- Maintain appropriate video conferencing etiquette i.e. appearance, location, etc. Employees should have their cameras on and be attentive during virtual meetings.
- Comply with Department rules and practices pertaining to scheduling leave, overtime, or any change to the employee's agreed-upon work schedule outlined in the telework agreement. All overtime must be approved in advance, including during telework hours.
- Maintain flexibility and responsiveness to the needs of supervisors, work team, co-workers, and the Department.
- Remove distractions from the remote work environment during work time. This includes arranging for others to provide primary care for children, elders, or other dependents who require care during the agreed-upon work schedule; managing visitors to the remote work area; or attending to other personal matters.
- Maintain confidentiality of work-related information in the teleworking environment in accordance with federal, state, and municipal laws, Department, Division of Technology Services (DTS), and DHRM rules and policies. Unauthorized disclosure will subject the employee to penalties provided by law, as well as disciplinary action, up to and including dismissal from employment.
 - Security of digital information must comply with DTS rules, policies, and standards.
 - Printed/hard copy information must be secured and returned to the Department or destroyed based on applicable records retention schedules and practices.
- Teleworking employees are required to use state-owned computers and software and adhere to current standards for secure connections to the State of Utah IT systems. An employee may not install unauthorized hardware or software on state-owned computers nor copy or distribute state or Department-provided software. All state-issued equipment will be returned to the Department when an employee's telework arrangement or employment terminates. Employees will be referred to the Office of State Debt Collection for the costs associated with non-returned state-owned equipment.
 - Employees must secure state-owned equipment and work-related information by locking any device not in immediate use and storing unused devices in accordance with DTS security requirements and training.
 - Employees shall exercise reasonable care of state-owned equipment and may be held liable for damage caused by negligence.
- If state or federal offices in a county, city, or town are closed, employees, including those in a routine or occasional telework arrangement who were

scheduled to be at the designated office location that is being closed, may be allowed or required to telework even if they do not have a telework agreement in place. In instances where the employee is unsure of the appropriate course of action, the employee shall seek guidance from their Division Director.

- All terms and conditions of employment not specifically addressed in this policy remain in effect as if the employee were not teleworking, including salary, benefits, leave use, performance standards, etc.

Equipment

- If they do not already have one, the Department will provide an employee with a state-issued laptop when the employee enters into a telework agreement. The employee shall use the state-issued laptop at all work locations. Any additional equipment the employee feels is necessary will be provided by and maintained at the employee's expense unless otherwise approved by the employee's Division Director. The Department accepts no responsibility for damage or repairs to employee-owned equipment. The Department will maintain any equipment it provides to an employee.
- The Department will not be responsible for costs associated with the setup of an employee's home office, such as internet service, remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
- The Department will not reimburse an employee for any personal supplies, equipment or furniture the employee uses without prior approval.
- Teleworkers' in-home internet service for personal use during non-work hours is not regulated by this policy unless state equipment is being utilized. State-owned equipment is always subject to DTS security and acceptable use standards.
- If a teleworking employee uses personally supplied equipment or software to complete the employee's work, the Department is not responsible for and released from any and all liability associated with business use of those items.

Exceptions to Policy

Medical Exception: Employees with medical needs may contact their assigned HR Specialist to seek an ADA accommodation. Those who do not qualify for ADA accommodations may request an exception through the Non-Medical Exception process.

Non-Medical Exception: Employee requests must be submitted through their supervisory chain and be approved by their Division Director. If approved, the Division Director will submit the request to the Executive Office. The Commissioner will make the final determination.

Exception Renewal: All employees with an approved exception must request to renew such exceptions annually along with their annual Telework Agreement unless the ADA accommodation is deemed permanent. If the annual exception request is not submitted, it is assumed the employee will return to the office, following the schedule outlined in their Telework agreement.

This policy does not modify the requirements of laws, rules, or policies regulating state employees' use of public property or funds.

DEPARTMENT OF AGRICULTURE AND FOOD 02.04 STANDARDS OF CONDUCT	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: August 17, 2023
SUMMARY: THE PURPOSE OF THIS POLICY IS TO IDENTIFY AND DEFINE STANDARDS OF CONDUCT FOR DEPARTMENT EMPLOYEES. THE DEPARTMENT STRIVES TO ACHIEVE ITS MISSION AND VISION BY FOSTERING GOOD CUSTOMER RELATIONS AND PUBLIC TRUST, MAINTAINING APPROPRIATE RELATIONSHIPS WITH CO-WORKERS, AND ESTABLISHING HIGHLY PROFESSIONAL, RESPECTABLE STANDARDS AND WORK ETHICS. THESE STANDARDS ARE COMMENSURATE WITH EXECUTIVE ORDER EO 002 2014: ESTABLISHING AN ETHICS POLICY FOR EXECUTIVE BRANCH AGENCIES AND EMPLOYEES.	

REFERENCES

Office of Administrative Rules:

Rule R895-7, Acceptable Use of Information Technology Resources

DHRM [Rule R477-8](#), Working Conditions

DHRM [Rule R477-10](#), Employee Development

DHRM [Rule R477-11](#), Discipline

For a comprehensive list of Executive Documents, please refer to: [Executive Documents|Executive Orders by Governor](#)

[Executive Order EO 002 2014](#), Establishing an Ethics Policy for Executive Branch Agencies and Employees

Utah Code:

[UCA Section 67-21-3](#), Utah Protection of Public Employees Act

[UCA Section 58-37-2](#), Definitions, Utah Controlled Substances Act

[UCA Title 26, Chapter 61A](#), Medical Cannabis Act

[UCA Title 63G, Chapter 7](#), Governmental Immunity Act

[UCA Section 63F-1-103](#), Department of Technology Services

[UCA Section 63I-5](#), Utah Internal Audit Act

State of Utah Policies:

[Division of Technology Services|State of Utah Employees|IT Service Portal](#) (Requires Utah.gov login information)

[DTS Policy 5000-0002.1](#), Enterprise Information Security Policy

[2024 conflict of interest form](#) (verify correct form with supervisor)

[UDAF Internal Audit Charter](#)

RELATIONSHIPS WITH CUSTOMERS AND THE PUBLIC

- Employees shall avoid relationships or commitments that would be detrimental to the interests of the State.
- Employees shall not use their positions, or information acquired through their positions, to coerce or otherwise influence customers or other employees for personal gain.

MANAGING RECORDS AND INFORMATION

- Employees shall respect and protect the confidentiality of information, and shall not use information contained in a private, controlled, or protected record for personal purposes.
- Employees shall take reasonable steps to secure confidential information wherever it is maintained. Employees shall not access, use, or reproduce confidential information for any purpose other than the performance of their duties.
- Employees shall, upon request or prior to termination of their relationship with the Department, deliver or grant access to the Department any documents, materials, and equipment received from the Department or originating from their activities for the Department.
- Employees shall not tape or record any activities except as permitted by law or policy and approved by the Commissioner.
- Employees shall follow established GRAMA and Verification of Employment business practices.
- Employees shall not falsify or wrongfully destroy any record, report, or claim, or knowingly enter, or cause to be entered, any false or improper information, into Department records.
- Employees shall not disclose or improperly use controlled, private, or protected information acquired by reason of their official position or in the course of their official duties, and shall exercise appropriate judgment to prevent disclosure to others.
- Failure to comply with Department records and equipment management practices may be cause for termination and/or legal action.

WORKING RELATIONSHIPS WITH OTHER EMPLOYEES

- Employees shall treat each other respectfully and professionally.
- Employees shall not harass or discriminate against another employee.
- Employees shall refrain from using abusive or profane language, including language that is demeaning, belittling, or knowingly offensive to other employees.

- Employees shall not intimidate, use physical harm, or threats of physical harm against other employees, customers, management, or the public.
- Employees shall not be insubordinate, disloyal, or disrespectful to appropriate orders or requests of a supervisor.
- Employees may seek assistance from the Commissioner or Human Resources Director if they believe an inappropriate order or request was given.
- Employees shall report any instance of questionable or unethical behavior through the OIA hotline or to their Division Director, the Commissioner, or Human Resources.

SUPERVISORY RELATIONSHIPS

- Supervisors and other administrators shall treat subordinates respectfully and professionally.
- Supervisors and other administrators shall encourage and facilitate the professional development of employees in fulfilling their job duties within reasonably available resources.
- Supervisors and other administrators shall not exploit any subordinate for personal favors or personal gain.
- Supervisors and other administrators shall not use their position of authority to unlawfully harass, discriminate against, or become involved in sexual relationships with any subordinate.
- Supervisors shall take reasonable steps to maintain an environment free of unlawful harassment by setting an example of appropriate behavior and by taking appropriate action in a timely manner when informed of allegations of inappropriate behavior.

PROFESSIONAL CONDUCT

- Employees shall abide by all laws, regulations, rules, and policies governing their work and professional activities.
- Employees shall truthfully represent to the Department, customers, and prospective customers, their professional credentials, licensure, education, training, and experience.
- Employees shall support a work environment that is safe from all forms of violence, including domestic violence perpetrated within the workplace.
- Employees shall not engage in unprofessional conduct on or off the job that compromises the ability of the employee, the Department, or the State to fulfill its responsibilities; including but not limited to engaging in any off-duty illegal drug related activity or other conduct unbecoming to the public reputation of the Department.

- Employees with access to the BCI database as part of their job shall inform their supervisor of any personal arrest within 10 calendar days of the arrest.
- Employees shall inform their supervisor within 10 calendar days if they are convicted of or have entered a plea of guilty, no contest, or a plea in abeyance to a misdemeanor or felony.
- Employees shall not willfully cause damage to public property or waste public resources, nor use public property for personal gain.
- Employees shall not use State-owned equipment, devices, or services in violation of the Department of Technology's Acceptable Use of Information Technology Resources (Utah Administrative Code Rule R895-7).
- Employees shall promptly report to a manager or Human Resource Director when they encounter a situation where they have unintentionally violated Utah Administrative Code Rule R895-7 (such as receiving a sexually explicit email or accidentally visiting the wrong website).

PERFORMANCE OF DUTIES

- Employees shall work assigned schedules as approved by Department management and observe lunch, break, and exercise release periods in accordance with Utah Administrative Code Section R477-8-3.
- Employees shall follow the requirements of DHRM Rule Section R477-8-4 related to overtime. An employee may not work overtime without prior documented approval from their supervisor or Division Director. If employees work overtime on a regular basis, approval may be documented via a memo maintained by their Division Director.
 - When considering the approval of overtime, the supervisor or director shall ensure that the division or program has sufficient resources available.
 - Employees shall document overtime in ESS comments or on their paper time sheet that provides a reason for the overtime.
 - If an employee works 10 or more hours of overtime in a pay period, they shall get approval from their supervisor or division director via email prior to working the overtime.
- Employees shall not engage in any activity that could be considered a dereliction of duty, including but not limited to: unauthorized absence without leave, unauthorized use of leave, willful delays or neglect to perform assigned duties

and/or responsibilities, inattention to duty, or leaving the work area inappropriately attended.

- Employees shall not participate in, condone, conceal, or be associated with dishonesty, fraud, misrepresentation, or theft.
- Employees shall not consume or use alcohol or illegal substances, or be under the influence of alcohol or illegal substances while on compensated work time, on State property, or while operating any vehicle on duty.
- Employees shall not consume any controlled substance, as defined in [UCA Subsection 58-37-2\(1\)\(f\)](#), that impairs the employee's ability to safely perform his or her duties during compensated work time, while on-call, while on State property, or while operating a State vehicle. An employee desiring an exception to this policy shall submit a written request for approval to his or her immediate supervisor with an explanation as to how the duties may be temporarily changed or limited to ensure the employee's safety and the safety of others and to ensure an acceptable level of production.
- Employees shall not unlawfully manufacture, dispense, possess, or distribute any controlled substance or alcohol during work hours, on State property, or while operating any State vehicles, unless doing so is part of their official duties.
- Under the [UCA Chapter 26B-4 Part 2 Medical Cannabis](#), State and political subdivision employees cannot be discriminated against on the basis of their use of medical cannabis, as long as they are otherwise in compliance with the law. The State shall treat use of medical cannabis in the same way the State treats an employees' prescribed use of any controlled substance.
- Employees shall not sell or promote products or services for personal gain in the workplace when doing so interferes with Agency operations or the employee's efficient performance of the employee's State position, or when the activities could result in criticism or suspicion of conflicting interests. Any promotion by a Department employee of products from an industry regulated by the Department is inappropriate unless doing so is part of their official duties.
- Employees shall not solicit political contributions during their hours of employment. Employees shall be familiar with and follow State and Department policies, administrative rules, statutory law and the Governor's Executive Orders.
- Personal conduct outside of the scope of work that brings discredit to the Department is prohibited.

WORKING WITH AUDITORS

- Internal and external auditors have statutory authority to speak to any personnel and review the data, documents, procedures, etc. employees use to perform their jobs.

- When an internal or external auditor engages an employee, they have the right to respectfully request identification if they are not familiar with the auditor.
- Each division shall notify the employees expected to be involved in an audit and handle the clearance process with the auditors to make sure they comply with Department rules for data security, etc.
- Employees do not need to seek permission from management to speak to auditors. They shall assist the auditors in fulfilling their roles and responsibilities within the audit.
- Employees shall promptly respond to an auditor's request for information. Auditors are authorized to have full access to the information needed to effectively perform their audits, including confidential information when considered necessary.
 - Auditors are accountable for confidentiality and safeguarding of records and information. However, employees shall also work with auditors to ensure that any requested confidential information or records are protected and secured.
 - An employee must consult with the Attorney General's Office before releasing any information to an external auditor that would not normally be available to that auditor through a GRAMA request.
 - If information is subject to attorney-client privilege, an employee may not waive privilege or release the information to an external auditor without first consulting with the Attorney General's Office.
- Employees shall be honest when responding to auditor questions and provide auditors with accurate and complete information to the best of their knowledge. If they do not have the answer to a question, they can explain that they do not know. Employees should never speculate about information that is outside of their responsibility.
- If employees have concerns about an auditor's request or were not anticipating the auditor to contact them, they may request additional information about the audit directly from their supervisor, the auditor, or the auditor's supervisor.

UDAF OFFICE OF INTERNAL AUDIT HOTLINE

- The Office of Internal Audit (OIA) is an independent, objective entity that operates within the Office of the Commissioner at the Department. The OIA reports directly to the Commissioner and upholds the highest standards of ethics.
- The OIA hotline is a confidential method to report potential fraud, abuse, and other inappropriate behaviors at the Department. Suspected or known fraud or abuse should first be reported to an immediate supervisor or an appropriate member of management. If a person feels unable to communicate concerns

directly to their supervisor or another member of management, the OIA hotline is available.

- All information OIA receives through its hotline is confidential. Allegations reported through the hotline are only shared with the Commissioner when the OIA determines an investigation is required.
- The vast majority of frauds are initially detected by tips. Tips may come from employees, customers, citizens, contractors, or vendors. It is critical that employees who become aware of known or potential misconduct report it. Fraud, abuse, or misconduct in its various forms can result in a significant loss of the Department's public trust, which is critical to the success of the Department. Therefore, it is vital that employees report known or potentially improper behavior.
- Employees who are witnesses or observers to any of the following actions may report their concerns and issues to the OIA hotline:
 - Gross mismanagement
 - Abuse of authority
 - Unethical conduct
 - Violations of UDAF policies or state or federal law, rule, or regulation
 - Other significantly inappropriate behaviors or actions
- Pursuant to [Section 67-21-3](#), the Department shall not take adverse action against employees who make a report related to the issues described above in good faith. The Department will also not take adverse action against an employee because the employee participates or gives information in an investigation or any other form of administrative review held by the public body.
- The OIA hotline can be reached by phone at 801-982-2332, email at udaf-audithotline@utah.gov, or by submitting an online form ([link](#)). All submissions will be confidential and anonymous unless there is a legal or professional obligation to disclose any of the information.
- Hotline submissions should not include employee complaints that can be resolved through the regular feedback process and chain of command.

PROCEDURES FOR REPORTING VIOLATIONS AND POLICY ENFORCEMENT

- Employees shall immediately report suspected violations of the Code of Conduct to the OIA hotline or to their immediate supervisor based on the potential severity of the concern. If for any reason that is impossible or appropriate, employees shall immediately report to the appropriate Division Director, Human Resources Director, or to the Commissioner.

- Depending on the circumstances, the nature of the violation, and the degree of the employee's culpability, the Department may take one or more actions consistent with Utah Administrative Code Rule R477-10 or R477-11.
- Department management, in consultation with the Department of Human Resources and the Attorney General's office if needed, shall determine the most appropriate action to take in response to an employee's violation of the Code of Conduct.
- Employees subject to a lawsuit resulting from violations of the Code of Conduct or other acts that are illegal, outside the scope of State employment duties, or not under color of authority may not be indemnified under [Title 63G, Chapter 7, the Governmental Immunity Act of Utah](#).

DEPARTMENT OF AGRICULTURE AND FOOD 02.05 VOLUNTEER POLICY	
EFFECTIVE DATE: July 1, 2023	REVISION DATE: December 31, 2023
SUMMARY: THIS POLICY SETS FORTH THE POLICIES AND PROCEDURES REGARDING VOLUNTEERING FOR THE DEPARTMENT.	

REFERENCES

[DHRM Rule R477-13 Volunteer Programs](#)
[UDAF Volunteer Agreement](#)

DEFINITIONS

"Volunteer Service" is any service performed on a voluntary basis, without compensation, under the general supervision of, and on behalf of the Department. Volunteers complement but never replace paid Department personnel. Volunteers should never accept a duty for which they are untrained or feel uncomfortable performing. Volunteers may consist of individuals donating their time, energy, and expertise to the Department in any of the Department's divisions or programs.

POLICY

It is the Department's goal to involve volunteers in a variety of experiences which will utilize the volunteer's skill and interest and at the same time support the Department's various programs and the customers we serve.

Any Department employee who identifies a need that may be served by a volunteer may recruit on an as volunteers needed basis.

The Commissioner and DHRM must approve all volunteer services prior to the start of their volunteer service. Per the requirements of Rule R477-13, volunteers are considered a government employee for the purpose of:

- Receiving workers' compensation medical benefits for injuries and occupational diseases incurred while a volunteer at the Department.
- Liability protection and indemnification normally afforded paid government employees.
- The operation of motor vehicles or equipment if the volunteer is properly licensed, has completed the required DHRM Defensive Driving Course, and is authorized by the Commissioner.

Volunteer Coordinators

- Each division or program utilizing volunteers will assign a volunteer coordinator who will be responsible to ensure that:
 - Volunteers complete a [volunteer agreement](#) detailing the type of work and duration for which the volunteer service will be provided.
 - Volunteers are oriented to the conditions of state service and the volunteers' specific assignments.
 - The orientation shall inform the volunteer of the following:
 - Exactly what is expected of the volunteer including basic requirements and basic duties to be performed;
 - Any special knowledge or experience, unique skills or abilities necessary to perform the duties;
 - Any inherent risks associated with the duties to be performed; and
 - Any measures the volunteers should employ to avoid liability.
 - Volunteers are properly trained about their duties before beginning volunteer services.
 - Volunteers are adequately supervised during their volunteer services.
 - The hours worked by volunteers are documented.

Volunteer Access

- Based on the length and nature of volunteer service, a volunteer may be provided with an ID badge to access Department buildings and may be considered an employee for the purpose of building access under Policy 6.02. The volunteer coordinator shall make the determination of whether to provide building access.
- Volunteer coordinators may limit a volunteer's access to information maintained by the Department and shall only provide access required to perform the specific responsibilities of the volunteer service.

Background Checks

If considered necessary, criminal background checks through a qualified third party may be initiated for individuals providing volunteer service for the Department. An Informed Consent and Release of Liability form will be signed by the volunteer enabling the Department to initiate a background check.

DEPARTMENT OF AGRICULTURE AND FOOD 02.06 ADDITIONAL EMPLOYEE BENEFITS	
EFFECTIVE DATE: August 18, 2021	REVISION DATE: October 26, 2023
SUMMARY: ESTABLISHES PARAMETERS FOR THE USE OF ADDITIONAL BENEFITS THAT MAY BE AVAILABLE TO DEPARTMENT EMPLOYEES, INCLUDING EXERCISE RELEASE TIME, EDUCATIONAL ASSISTANCE, TRANSIT BENEFITS, AND CLOTHING BENEFITS	

REFERENCES

- [Utah Administrative Code Rule R477-8](#), Working Conditions
- Division of Finance Policies: For a comprehensive list of all Division of Finance policies please visit: [Division of Finance|State Agency Resources|Policies](#)
 - FIACCT 05-03_06 Employee Reimbursements- incentive awards & bonuses
 - FIACCT 05-03_09 Payments- Employee Reimbursements-uniform allowance
 - [Forms|Division of Finance](#)

[Educational Assistance Contract](#)

Eco Pass Form

Apparel or Similar Items Benefits:

Policy

- At their discretion and as a non-cash incentive award, The Commissioner or Department Division Directors or the Commissioner may purchase apparel or similar items containing a Department logo for Department employees based on division budget availability at their discretion and as a non-cash incentive award.
- Non-cash awards such as clothing and similar items shall not exceed a value of \$99 per occurrence, per individual, and cumulative annual value of \$396 each fiscal year, per individual, as considered to be de minimis by the IRS.
- If the clothing is specifically required as a condition of employment as specified in FIACCT 05-03_09, the purchase would not be taxable.

Procedure: Commissioner or Division Director will work with Division Administrative Assistant to place orders.

EDUCATIONAL ASSISTANCE

DEFINITIONS

- **Passing Grade:** A letter grade of C- or better, "pass" in a pass/fail grading system, or other official written documentation from the school or educational entity showing the employee's successful completion of coursework.
- **Probationary Employee:** An employee hired into a career service position who has not completed the required probationary period for that position.
- **Eligible Employee:** An employee who the Department has determined, in its sole discretion, has met the qualifications for the Program. Time-limited employees are generally not considered "eligible" for the Program.

GUIDING PRINCIPLES

- UDAF is supportive of employees improving their education and training by attending courses offered by accredited colleges/universities and other educational entities.
- As such, UDAF may permit eligible employees to enter into Education Assistance Contracts to assist with the costs of eligible educational expenses.

POLICY

- The Education Assistance Program allows eligible employees to request approval for reimbursement of education expenses for coursework which will satisfy development needs of the employee and which will benefit UDAF and the State.
 - Generally, this Program is not available to time-limited employees, although exceptions may be made to this policy by the Commissioner for good cause shown and taking into account all of the other factors listed in this policy.
- An Education Assistance Contract is required to participate in the program.
- Reimbursable education expenses include tuition, books, and fees only.
- Education assistance may be approved at the Commissioner's discretion. It is neither an employee right nor a guaranteed benefit.
- When an employee is directed by a supervisor to participate in an educational program, UDAF shall pay the reasonable costs of the Program. Supervisor directed participation in educational programs are not considered part of the Education Assistance Program.

- Education assistance approval considerations by the Commissioner may include the:
 - availability of funds;
 - number of employees requesting education assistance;
 - employee's position schedule (career service or career service exempt);
 - employee's workload;
 - employee's work performance status;
 - job relevance and benefits of the coursework to the employee and UDAF; and
 - any other factors the Commissioner deems relevant.
- An employee may receive education expense reimbursement for up to 75% of the qualifying employee paid education expenses per course (up to a maximum of \$5,250 per calendar year). Reimbursement shall be limited to the same calendar year in which the coursework was completed.
- An employee approved for education assistance shall disclose all scholarships, subsidies, and grant monies, etc., provided to the employee for the education coursework or program.
- Only education expenses that must actually be paid by the employee, minus any scholarships, subsidies, or grant monies, etc., are eligible for reimbursement by UDAF.
- Reimbursement will only be provided for coursework successfully completed with a passing grade, per the Education Assistance Contract.
- Either party may terminate an Education Assistance Contract by submitting a termination notice in writing. Termination of the Educational Assistance Contract by the Department shall be at the Commissioner's sole discretion, taking into account any of the factors listed *supra* or breach of the Education Assistance Contract (See Appendix C.01) by employee.
- If the employee voluntarily terminates employment with UDAF within one year of the completion date of the coursework, the employee shall be required to repay 100% of any education assistance received.
- If the employee voluntarily terminates employment with UDAF within two years of the completion date of the coursework, the employee shall be required to repay 50% of any education assistance received.
- The Commissioner may make exceptions to this policy upon review of a written exception request by the employee, the employee's supervisor or the employee's Division Director.

PROCEDURES

- An eligible employee requesting education assistance shall complete page one of the Education Assistance Contract and submit the entire contract to the employee's supervisor and Division Director for review and approval.
- If there is a request for a policy exception, the Education Assistance Contract shall be submitted to the Commissioner for review and approval. Any approved exceptions above the IRS reimbursement limit per calendar year will be taxable to the employee.
- Within 60 calendar days after the completion date of the coursework, the employee shall submit the following documentation to the employee's supervisor to be reimbursed for the approved education expenses. Failure to timely submit the documentation will result in a voided contract and non-reimbursement of the expenses.
 - A copy of the Education Assistance Contract, including all signatures;
 - A completed [Forms \(FI-48\)|Division of Finance](#), Employee Reimbursement/Earnings Request;
 - Official receipts showing the employee paid the tuition, books, and fees for the course; and
 - A report card, transcript, or other official documentation showing the employee successfully completed the course with a passing grade.

EXERCISE RELEASE TIME

GUIDING PRINCIPLES

- The Department supports efforts to promote a healthy workforce. Exercise release time should be used to improve and/or maintain physical health and should not significantly interfere with Department operations.

POLICY

- Exercise release time shall follow Utah Administrative Code Section R477-8-3.
- Exercise release time shall be limited to 30 minutes per day up to 3 days per week as established in Rule.
- Unused exercise release time is not cumulative and may not be carried forward.
- Although the Department is supportive of exercise release time, it is neither an employee right nor a guaranteed benefit.

ELIGIBILITY

- All Department employees, both career service and career service exempt, if eligible for benefits, are eligible to use exercise release time.
- Employees must obtain approval from their supervisors in order to be eligible to use exercise release time.

PROCEDURE

- An employee shall obtain approval from their direct supervisor.
- The direct supervisor shall determine if exercise release time is feasible.

- If the direct supervisor determines the request is feasible (e.g., does not significantly interfere with Department operations and/or office coverage), the direct supervisor approves the request by assigning an exercise release time or approving an exercise release schedule for the employee. The supervisor may specify additional conditions for exercise release time in a written agreement.
- Authorization to use exercise release time may be revoked or modified at any time if the employee is not following the agreement, there are problems with job performance, it interferes with Department operations, or for other good cause shown.

[Exercise Form](#)

MENTAL WELLNESS ADMINISTRATIVE LEAVE

[Mental Wellness/DHRM Employee Gateway](#)

Mental Wellness Tool Kit (download available on Mental Wellness website)

- All state employees have been provided four hours of administrative leave each fiscal year to help meet their mental health. This time can be used by benefit eligible Department employees for mental health care education, including visits with a licensed mental health professional, group educational sessions, webinars hosted by mental health professionals, financial wellness sessions, walking, running, and other physical activities.
- Leave does not roll over to the following year. Employees need to get approval from their supervisor before using leave to minimize disruptions to operations. A medical note or proof of attendance or participation in a particular activity is not required. The mental health treatment and education leave can be broken into hourly segments as long as it does not exceed the allowed total per year. Time off should be coded as “OA” with the type of leave listed as “OA Mental Wellness Care”.
- The Commissioner may match the allocated administrative leave for eligible employees and Division Directors will communicate this benefit with Supervisors annually if the additional hours are available.

TRANSIT BENEFITS

PURPOSE

In recognition of the benefits that use of public transit can have on the environment and in reducing traffic congestion, the Utah Department of Government Operations (DGO) has contracted with the Utah Transit Authority (UTA) to allow state agencies to purchase eco-passes (economical transit passes) for their employees. The contract ends at the end of each fiscal year. The contract may be terminated or terms changed at any time, at the discretion of the Governor’s office.

ECO-PASS PROGRAM

- Depending on availability of funds, the Department may purchase eco-passes

- under the UTA contract to allow state employees to use local buses, express buses, TRAX light rail, Streetcar light rail, bus rapid transit, or FrontRunner commuter rail at little or no cost to the employee.
- The Department may pay passes for entirely or the cost may be split between the Department and the employee, at the discretion of the Department.
 - If purchased, the Department will issue electronic fare cards embedded with microchips that are individually numbered on the outside with a unique internal identification number and signature strip for use as passes. Passes are not transferable and shall only be issued to authorized employee users.

PASS USAGE

- The Department will run utilization reports each month to verify usage of employees that are issued eco-passes.
- If a pass is not used for 3 months, the Department will rescind it. Issuance of a new eco-pass will be considered on a case-by-case basis.

Procedure

- Employees who would like to obtain an EcoPass shall fill out the [application](#) and submit to the Division of Administrative Services.
- The employee is responsible to ensure they are utilizing the pass or surrender it.
- At the termination of employment the employee shall return the pass to the Division of Administrative Services.
- If an employee loses a pass, they shall contact the Department's EcoPass Coordinator in Administrative Services to receive a replacement. The Department's EcoPass Coordinator will be responsible for replacing the pass using update the 'replace card' functionality on the UTA's partner website at: <https://www.tap2rideuta.com/Account/Login?ReturnUrl=%2F>.

DEPARTMENT OF AGRICULTURE AND FOOD	
02.07 ACCIDENTS AND INJURIES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: August 17, 2023
SUMMARY: PROCEDURES FOR DOCUMENTING INJURIES AND ILLNESSES, AS WELL AS OBTAINING WORKERS COMPENSATION.	

WORK-RELATED ACCIDENTS AND INJURIES

- An injury or illness is considered work related if it occurs in any area on the Department's premises. The work environment surrounds the worker wherever they are on official travel, in dispersed operations, or along regular inspection routes.
- All work related fatalities and work related injuries resulting in an inpatient hospitalization, amputation, or loss of an eye, must be immediately reported to the Human Resources Specialist and the Commissioner. All diagnosed work related illnesses must be reported.
- In order for an employee to obtain Workers Compensation, [Form 122](#), First Report of Injury, must be submitted by an employee's supervisor. The supervisor will submit the report to the Human Resources Specialist to be reviewed for completeness and submitted online. Worker's Compensation will email a confirmation of the claim received with an attachment of the completed [Form 122](#) for filing. The Human Resource office will send a copy of the submitted claim to the employee and the Worker's Compensation Fund of Utah.

TRAFFIC ACCIDENTS

Please refer to 08.02 Appropriate Vehicle Use, Care, and Maintenance

DEPARTMENT OF AGRICULTURE AND FOOD 02.08 DRESS CODE AND PERSONAL HYGIENE POLICY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: August 17, 2023
SUMMARY: THIS POLICY PROVIDES GUIDELINES TO CONVEY THE RESPECTABLE AND PROFESSIONAL APPEARANCE OF THE DEPARTMENT.	

The Department requires that all employees present themselves in a professional manner, with respect to clothing, personal hygiene, and appearance.

GUIDELINES

- Employees are expected to follow good hygiene practices to ensure they are presenting themselves to guests appropriately and that the Department is professionally represented. The following hygiene requirements are applicable to all employees:
 - Maintain personal cleanliness by bathing regularly.
 - Oral hygiene (brushing of teeth) required.
 - Use deodorant/antiperspirant to minimize body odors.
 - Do not use heavily scented perfumes, colognes, or lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and guests.
- The following minimum guidelines pertaining to appearance must be adhered to by every employee regardless of the location of their employment:
 - Clothing must be clean, in good condition, and fit appropriately.
 - Hair must be neat and groomed.
 - Long hair must be tied back and away from the face if the employee is operating equipment or working with food or beverages.
 - Clothing must not interfere with the operation of equipment.
 - Commonly accepted body piercings are allowable, but acceptance is at the discretion of an employee's Division Director.
 - Tattoos that are perceived as offensive, hostile, or that diminish the effectiveness of the employee's professionalism must be covered and not visible; acceptance is at the discretion of an employee's Division Director.
 - Employees may not wear clothing with logos that present a conflict of interest to the Department, at the discretion of the Division Director.
- The following items are not permitted to be worn by employees:
 - Low-cut tops
 - Halter tops
 - Spaghetti strap tops
 - Clothing that exposes the midriff or underwear
 - Any form of clothing that is mesh, sheer, see-through, torn or otherwise revealing

- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting.
 - Any form of clothing that is overtly commercial, or contains political, personal or offensive messages.
- Some Divisions have established their own dress code for inspectors, which may or may not include some form of identifiable clothing or insignia.
- It is within the Department's discretion, in consultation with Human Resources, to send an employee home on their own time to change if they arrive to work in what is deemed to be inappropriate attire.

DEPARTMENT OF AGRICULTURE AND FOOD 02.08 INCENTIVE AWARD POLICY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: December 10, 2024
SUMMARY: THIS POLICY PROVIDES GUIDELINES TO RECOGNIZE EMPLOYEES WHO MAKE SIGNIFICANT CONTRIBUTIONS TO DEPARTMENT OPERATIONS, ENHANCED CUSTOMER SERVICE, COST SAVINGS, OR REVENUE INCREASES. SERVICE AND RETIREMENT AWARDS ARE INCLUDED.	

REFERENCES

[Utah Administrative Code Rule R477-6](#), Compensation

[Utah Administrative Code Rule R477-7](#), Leave

Division of Finance Policies: For a comprehensive list of all Division of Finance policies please visit: [Division of Finance|State Agency Resources|Policies](#)

Division of Finance Policies referenced in this policy include:

FIACCT 05-03_10 Payments- Employee Reimbursements- retirement refreshments

FIACCT 05-03_06 Payments- Employee Reimbursements- incentive awards & bonuses

GUIDING PRINCIPLES

The Department acknowledges incentive awards and bonuses as one of many effective tools for employee recognition or retention. The Department encourages the appropriate, applicable, and judicious use of all forms of incentive awards as established in Utah Administrative Code Section R477-6-7 and Subsection R477-7-7(1)(c). Awards are dependent upon the availability of financial and other resources and are awarded in the sole discretion of the Department. Service and Retirement awards are considered incentive awards.

GENERAL PROVISIONS

- Incentive awards are given to recognize employee achievements, contributions, and suggestions as defined by Section R477-6-7. Service awards to recognize years of service are included in this policy.

CASH INCENTIVE AWARDS

- Cash incentive awards are subject to the limitations specified in Subsection R477-6-7(1)(b).

- Cash incentive awards may be granted to an employee or group of employees that demonstrate exceptional effort or accomplishment beyond what is normally expected on the job or for any other reason allowed under Utah Administrative Code Subsection R477-6-7(2)(a)(i).
- Per the requirements of Subsection R477-6-7(1)(b), individual awards may not exceed \$4,000 per pay period and \$8,000 in a fiscal year, except when approved by DHRM and the governor.
- Division Directors must approve cash incentive awards in writing. The Commissioner must approve any award over \$500 in writing.
- When a cash incentive award is approved, the Division Director or Program Manager shall give documentation to the recipient.
- Cash incentive awards, including a detailed justification shall be documented in an employee's personnel file.
- The Division Director should also maintain documentation of the justification for the award.

SERVICE AWARDS

- Service awards for five-year increments of State service shall be administered with an employee's regular payroll check. The Administrative Services Division shall obtain a list of service years from DHRM each year and process applicable awards each month. The Department awards cash to recognize years of service.
- The amount of cash award is as follows:
 - 5 years of service - \$100
 - 10 years of service - \$200
 - 15 years of service - \$300
 - 20 years of service - \$400
 - 25 years of service - \$500
 - 30 years of service - \$600
 - 35 years of service - \$700
 - 40 years of service - \$800

RETIREMENT AWARDS

- Retirement awards are administered via the payroll system on an employee's final paycheck. DHRM initiates this award after the employee files their retirement paperwork. The Department provides an award amount based on the employee's years of service with the State as follows:
 - 3 to less than 10 years of service - \$200
 - 10 to less than 15 years of service - \$400
 - 15 to less than 20 years of service - \$600
 - 20 to less than 25 years of service - \$800

- 25 to less than 30 years of service - \$1,000
- 30 or more years of service - \$1,200

NON-CASH INCENTIVE AWARDS

- Any Department employee may recommend a non-cash incentive award for another employee.
- Non-cash incentive awards shall be administered in compliance with the Division of Finance Policy FIACCT 05-03.06 governing Incentive Awards and Bonuses.

ADMINISTRATIVE LEAVE IN LIEU OF CASH AWARD

- Administrative leave and administrative leave in lieu of cash awards may be granted from the HR Director, Commissioner, or Division Director level for incentive, recognition, and other purposes in accordance with Utah Administrative Code Section R477-7-7.
- The HR Director, Commissioner, or Division Director shall issue a written certificate of administrative leave to the receiving employee that includes:
 - The number of hours of administrative leave being granted;
 - The deadline or expiration date to use the leave, if earlier than the end of the fiscal year; and
 - The reason or justification for issuing the leave in lieu of a cash award.
- Administrative leave in lieu of cash awards in excess of one business day requires the Commissioner's written approval.
- The cumulative total of administrative leave in lieu of cash awarded to an employee shall not exceed 40 hours in a fiscal year.
- Employees shall record hours used from administrative leave granted in lieu of cash using the OR (Other Reward) code in the payroll system.

Supervisors shall ensure the OR code is used in the payroll system when approving timesheets in payroll for administrative leave in lieu of cash.

EMPLOYEE REFERRAL BONUS INCENTIVE

- To encourage employee referrals for hard-to-fill career-service positions, the Department may grant an Employee Referral Incentive to a Department employee pursuant to Subsection R477-6-7(4), Market Based Bonuses.
- A Department employee who refers a candidate to fill an eligible position may receive a \$500.00 Employee Referral Bonus (ERB), when the candidate has successfully been hired and has worked for the Department for 30 days.
- The Employee Referral Bonus (ERB) process shall be implemented as follows:

- The Department shall identify recruitments for positions having a referral incentive in the recruitment announcement sent by email to Department employees.
- Recruitment announcements for positions having a referral incentive shall include questions asking the candidate if they were referred by a current Department employee; and If so, by whom.
- For an employee to be eligible for this incentive, the referred candidate must provide the name of the Department employee who made the referral.
- The Department employee who refers a candidate must notify the HR Representative responsible for the recruitment via email that they have referred a candidate who has applied for employment and include the following:
 - Candidate's name; and
 - Position for which the candidate applied.
- Once notified, DHRM shall track the status of the referred candidate and determine if the referred candidate has been hired.
- If the referred candidate is hired and has worked for the Department for 30 days, DHRM shall:
 - Prepare an ERB incentive award letter for the Commissioner's signature if the candidate is hired;
 - Initiate payment to the referring employee when the referred employee has successfully been hired in the eligible position; and
 - Place copies of the incentive award documentation in the referring employee's personnel file.
- ERB payments shall be processed through payroll to be included on the referring employee's paycheck.
- All ERB payments are pre-tax and are treated as taxable income by the IRS.
- The time sheet records that include the ERB amount must include a reference to this policy and Utah Administrative Code Subsection R477-6-7(4).
- The Department must still employ the referring employee at the time they become eligible for the respective incentive in order to receive an ERB.
- An employee may not receive an incentive for referring a candidate currently working in a career-service position or temporary capacity for the Department.
- A hiring official who was involved with a specific hiring decision may not receive an incentive for referring the hired candidate.

- Employee Referral Bonuses shall be subject to the availability of funds.
- An employee may not receive employee referral bonuses totaling more than \$1,000 in any fiscal year.
- A Division Director may not receive an ERB for referring people within their own division.

DEPARTMENT OF AGRICULTURE AND FOOD 02.09 PHASED RETIREMENT POLICY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: May 15, 2025
SUMMARY: DEPARTMENT POLICY OUTLINING THE CONDITIONS UNDER WHICH AN EMPLOYEE CAN EXTEND THEIR EMPLOYMENT ON A HALF-TIME BASIS AFTER THEIR RETIREMENT DATE.	

REFERENCES

[UCA Section 49-11-1302](#), Phased Retirement-Voluntary Participation-Employer Duties

[UCA Section 49-11-1304](#), Phased Retirement Agreements

[Utah Administrative Code Rule R477-7](#), Leave

[Utah Administrative Code Rule R477-4](#), Filling Positions

- Phased retirement is a program within the Utah Retirement System (URS) that allows employment of an employee on a half-time basis with the same agency immediately following the employee's retirement date. While in phased retirement, the employee will receive 50% of his monthly retirement allowance, while working no more than half-time for the agency. Halftime is defined as normally 20 hours per week or not to exceed 40 hours per pay period. The employee may not work as a volunteer in the same retirement position. Following the discontinuation of phased retirement, the employee's monthly retirement allowance will return to 100%.
- Under UCA [Section 49-11-1302](#), the Department may offer phased retirement for a retiree who has not completed a one-year employment separation. The statute requires the Department to establish a written policy and procedure for phased retirement. The written policy must include provisions for the following, each addressed below:

GRANTING AND DENYING A REQUEST FOR PHASED RETIREMENT

- Phased retirement is offered at the Department's discretion based on the employee's eligibility to participate in phased retirement. Phased retirement is not a benefit and the employee is neither entitled to nor guaranteed phased retirement. The employee must submit a phased retirement agreement and receive approval from the employee's Division Director followed by final approval from the Commissioner. .
- Per UCA [Section 49-11-1304](#), the phased retirement agreement shall specify the period of the phased retirement and, at the discretion of the agreeing parties, address hours of work, job duties, and other arrangements related to employment.
- Generally, an employee's request for phased retirement will be granted if the employee:
 - Is eligible to retire;

- Has worked for the State of Utah for at least four years and the Department for at least one year; and
- A business need exists to offer phased retirement, as conveyed by the Commissioner in the business plan addressed below.

NEEDED APPROVALS WITHIN PARTICIPATING EMPLOYER

- Following final approval of the employee's request for phased retirement, the Division Director must notify their HR office of their intent to offer phased retirement. The Division Director must provide a business reason supporting phased retirement via business plan to their HR office. The plan must identify the business need for offering phased retirement and cite costs and benefits associated with offering phased retirement.
- As an example, the business plan may address the employee's history with the Department and provide examples of their job duties and responsibilities. The plan can address the employee's recent projects and the need for phased retirement in terms of providing for continuity of operations for the Department, orderly conclusion of assignments, and shifting of responsibilities to other employees.
- The Division Director must also submit the employee's phased retirement agreements to the Department of Human Resource Management (DHRM) and URS.

TIME LIMITS OR OTHER RESTRICTIONS

- Phased retirement may begin no later than 120 days after the employee's retirement date.
- The employee must notify URS at least five business days prior to their effective retirement date.
- The employee may work no more than 20 hours a week and hours cannot flex between weeks.
- Pre-2006 Program I sick leave must be used to purchase medical insurance for the duration of the phased retirement. The Department may offer dental, vision, and life insurance at their discretion. If Program I sick leave is not available, the Department may offer medical insurance for the employee at their discretion.
- If the employee receives benefits, reinstatement of Program III sick leave will occur for the duration of the phased retirement. The employee will accrue annual leave, but not retirement.
- Benefits provided to employees while employed in phased retirement shall end on the last day worked. Accrued leave earned in phased retirement shall be paid out under the existing policy.
- Under Utah administrative Code Section R477-7-5, upon retirement, Program I converted sick leave hours may not be suspended or deferred for future use.
- Under Utah Administrative Code Section R477-4-6, employees rehired under the phased retirement program shall be classified as time-limited for the duration of the phased retirement employment period and placed at or below the employee's

wage at the time of retirement. Employees cannot be placed below the minimum of the established salary range for the job.

- Phased retirement is typically 3-6 months in length, but may be approved for up to one year.

When phased retirement is ending, the employee must contact and notify URS on or before the date that work ends. URS will move the phased retiree to normal retirement status one month following receipt of the notice and termination date.

DEPARTMENT OF AGRICULTURE AND FOOD	
03.01 CONFLICT OF INTEREST	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: June 27, 2022
SUMMARY: DEPARTMENT POLICY TO PREVENT EMPLOYEES FROM ENGAGING IN SECONDARY EMPLOYMENT OR OUTSIDE ACTIVITIES THAT MAY LIMIT THE EMPLOYEE'S ABILITY TO EFFECTIVELY PERFORM THEIR DEPARTMENT ASSIGNED DUTIES OR CREATE, HAVE A POTENTIAL TO CREATE, OR BE PERCEIVED BY THE PUBLIC AND/OR THE DEPARTMENT'S CUSTOMERS AS HAVING A POTENTIAL TO CREATE A CONFLICT OF INTEREST.	

REFERENCES

[Utah Administrative Code, Rule R477-9](#), Employee Conduct
[UCA Title 67, Chapter 16](#), Utah Public Officers' and Employees' Ethics Act
 Executive Order EO 002 2014, Establishing an Ethics Policy for Executive Branch Employees

POLICY

Employment with the Department should be the principal vocation of full time employees. Full time employees shall not accept employment of any kind that could result in a direct conflict of interest. (Utah Administrative Code Rule R477-9 and [UCA Chapter 67-16 et. seq.](#)).

In addition, employees must be in compliance with Utah's Ethics Act, the Governor's Executive Order Establishing an Ethics Policy for Executive Branch Agencies and Executive Branch Employees (EO 002 2014), and current DHRM rules at all times. Copies of these policies may be obtained by request from the Department.

GUIDELINES

- There are several factors that determine if there is a conflict of interest. Any one of these factors by itself may constitute a conflict. This list is non-exhaustive.
 - Engaging in work for an outside employer during the same hours an employee is scheduled to be working for the Department.
 - Disclosing information acquired by reason of Department position for personal or another's private gain or benefit.
 - Using, or attempting to use, Department position to secure special privileges or exemptions for themselves or others.
 - Accepting employment that would impair independence of judgment in the performance of public duties in a Department position.
 - Engaging in a business venture or working for an organization that is conducting business with the Department or State.

- Taking on outside employment would lead to an employee's inability to perform at full capacity in a Department position because of fatigue, anxiety, or other impairments caused by the outside employment.
- Using a State position or any influence of power, authority, or confidential information received in that position, or State time, equipment, property, or supplies for private gain.
- Employees shall not receive outside compensation for their performance of State duties except in cases of:
 - Awards for meritorious public contribution.
 - Receipt of expenses paid for papers, speeches, demonstrations, or appearances made on the employee's own time with the approval of the Department, that are not compensated by the State or prohibited by rule.
 - Usual social amenities, ceremonial gifts, or insubstantial advertising gifts.
- Employees shall declare a potential conflict of interest when they are hired or when they decide to do something that could be interpreted as a conflict of interest. The Department shall then excuse the employee from making decisions, taking actions that may cause a conflict of interest, or may take any other action the Department feels appropriate to minimize or eliminate the conflict.
- Employees shall notify the Department and request approval to participate in outside activities if:
 - Outside employment has potential negative effects on employee work, work conduct, or productivity.
 - Outside employment has the potential or appears to be in conflict with [UCA Chapter 67-16](#) *et. seq.*
- The Department may deny employees permission to engage in outside employment or to receive payment if the Department determines the outside activity causes a real or potential conflict of interest.
 - Employees may file a grievance or appeal this decision to an immediate supervisor or the Commissioner.
 - Failure to notify the Department and to gain approval for outside employment is grounds for disciplinary action if the outside employment is found to be a conflict of interest.

PROCEDURES

- As part of the hiring process, potential employees may complete a conflict of interest/disclosure form as required by DHRM policy.
- In addition, on an annual basis, Department employees shall complete a [conflict of interest form \(2023\)](#) or [PDF version 2024](#). If the employee does not have any conflicts to disclose, the employee may so indicate and sign the form. If the

employee has outside employment or any other conflict they should identify it on the form and the form should be signed by the employee's supervisor or Division Director. The Division Director may consult with the Commissioner as needed if there is a potential conflict. The Department shall maintain this form. It is the employee's duty to advise the Department within ten days if outside employment or conflicts arise after a conflict of interest form has been submitted.

- Any time there is a change in employment status within the department or a change in outside employment that may create a new conflict of interest an employee shall submit a new conflict of interest form.
- If a potential conflict is identified (including, but not limited to outside employment, business interests, board membership, receipt of gifts), a copy of the employee's conflict of interest form shall be filed with the Attorney General's office, per State law.

DEPARTMENT OF AGRICULTURE AND FOOD 03.02 IDENTIFICATION CARDS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: December 31, 2023
SUMMARY: PROCEDURES FOR OBTAINING THE MANDATORY STATE IDENTIFICATION CARD FOR EMPLOYEES.	

POLICY

All State employees will carry a State Identification card when in the performance of their job. Procedures for obtaining this card are as follows:

- The Division Director or their designee will fill out the TSOB Access Form and send it to the Department's contact at DFCM (this information may be obtained from the Executive Office Administrative Assistant). UDAF offices are located in the annex on the second floor (blue section at the bottom of the form).
- After the form is complete, the Division Director or Division administrative assistant will email the DFCM contact to make an appointment to have the employee's photo taken. Photos are taken on the 3rd floor of the main TSOB building. DFCM will print the ID and give the employee the access card, typically the same day.
- If an employee's ID is lost or stolen, they need to report it to their Division Director or Division administrative assistant as soon as possible. The Division Director or administrative assistant can email the DFCM contact to set an appointment to have the card replaced. A new form does not need to be filled out to get a replacement card.
- Upon terminating State employment, the employee must return their ID card to the Department. Failure to do so may result in the withholding of the employee's final paycheck until the card is returned.

DEPARTMENT OF AGRICULTURE AND FOOD	
03.03 MEDIA RELATIONS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: December 31, 2023
SUMMARY: UDAF IS A PUBLIC AGENCY SERVING THE AGRICULTURAL COMMUNITY AS WELL AS THE PUBLIC. THE DEPARTMENT’S GOAL IS TO PROVIDE TIMELY INFORMATION THAT CAN ENHANCE AGRICULTURAL PRODUCTION AND INFORM THE PUBLIC ABOUT WHAT WE DO. THE PURPOSE OF UDAF’S MEDIA POLICY IS TO COORDINATE COMMUNICATION AND ASSURE CONSISTENCY THROUGHOUT THE DEPARTMENT.	

REFERENCES

[UCA Title 52, Chapter 4](#), Open and Public Meetings Act
[UCA Title 63G, Chapter 2](#), Government Records Access and Management Act
[UDAF Content Creation and Review Policy, 3.12.](#)

RELEASING INFORMATION

- Reporters contacting the Department should first be directed to the Public Information Office for help. Media representatives shall be provided with requested information in a timely and thorough manner consistent with the Government Records Access and Management Act (GRAMA). The Department will try to return all media calls within 20 minutes or less, even if only to acknowledge an inquiry and explain that we are collecting information.
- Exceptions to the general release of information include confidential materials regarding individual employees, customers, or regulated entities, and any other information declared confidential by State or Federal law.

SPOKESPERSON

Department

- The Commissioner is the Department spokesperson. The Public Information Officer (PIO) is the Department media contact and is responsible for formulating Department media strategy in consultation with the Commissioner and Division Directors. The PIO will coordinate the release of information with the Commissioner, Deputy Commissioner, or appropriate Division Directors. In the Commissioner’s absence, Deputy Commissioner, appropriate Division spokesperson, or the Public Information Officer will act as Department spokesperson.

Division

- Each Division or designated representative may act as spokesperson for their Division in coordination with the PIO. In the Director’s or designated representative’s absence, or if they elect not to be interviewed, the PIO may act as Division spokesperson.

Specific Issues

- The PIO and Division Director will designate spokespersons as needed on specific issues. Such spokespersons will be designated based upon their knowledge and ability to communicate effectively.

Answering Reporters

- Reporters often seek background information about a specific subject rather than the Department's position on a particular issue. Division employees should assist reporters in this area. Factual questions should be answered promptly and policy questions referred to the Division Director or designee. Employees should notify the PIO before and after answering media questions so that it can be determined if the reporter needs additional information.

MEDIA CONTACTS

- When media representatives contact the PIO, the PIO shall notify the Division Director and refer them to the appropriate spokesperson or answer the question themselves.
- The PIO shall be notified of all media contacts as soon as reasonably possible. If an employee is contacted by the media over the weekend and needs assistance, the employee shall call the PIO on their cell phone. If the PIO is not available the employee may contact the Department's Marketing Director on their cell phone.

NEWS RELEASES

- News releases shall be prepared, reviewed, and distributed through the PIO. The PIO and appropriate Division Director will approve routine releases prior to distribution. The Commissioner, Deputy Commissioner, and Division Director will review more sensitive releases.
- News conferences will be coordinated with the PIO.
- No outside entity or interest shall influence the wording, content or the Department's decision whether or not to issue a news release or public statement.

NEWSLETTERS

- Newsletters published by the Department or any Division shall be coordinated with the PIO. The PIO is available to offer editing and layout assistance. Such review allows for consistency and accuracy in publications and helps manage Departmental risk.

NOTIFICATION OF PUBLIC MEETINGS

- Each Division will be responsible for posting public meetings (through legal notices) as stipulated in [Title 52, Chapter 4](#), the Utah Open and Public Meetings Act.
- The PIO shall subscribe to Department boards via the Utah Public Notice Website to be notified of board meetings and agendas.
- Notification of all public meetings held at the Department will be posted at the reception desk. The Division holding the meeting will supply the receptionist with pertinent information.

Any release of information to large public audiences shall comply with the [Department Content Creation and Review Policy](#).

DEPARTMENT OF AGRICULTURE AND FOOD 03.04 GRAMA REQUESTS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: September 1, 2020
SUMMARY: UDAF IS A PUBLIC AGENCY SERVING THE AGRICULTURAL COMMUNITY AS WELL AS THE PUBLIC. THE DEPARTMENT’S GOAL IS TO PROVIDE TIMELY INFORMATION THAT CAN ENHANCE AGRICULTURAL PRODUCTION AND INFORM THE PUBLIC ABOUT OUR SERVICES. THE PURPOSE OF UDAF’S GRAMA POLICY IS TO CARRY OUT THE LEGISLATIVE INTENT IN BALANCING PUBLIC AND PROTECTED INFORMATION.	

REFERENCES

[UCA Title 63G, Chapter 2](#), Government Records Access and Management Act
[Opens Records Portal](#)
[Utah State Records Committee](#)

REQUEST SUBMISSION

- Individuals desiring a release of information under the Government Records Access and Management Act (GRAMA) should utilize the open records portal on the State of Utah archives website (<https://openrecords.utah.gov/>). Utilizing this portal will enable the Department to respond to requests in the fastest time frame.
- Individuals may also submit a written request to the Department directed to the Department’s Public Information Officer/Attn: GRAMA. Any such request must meet the requirements of [UCA Section 63G-2-10](#) *et seq.*

RELEASE OF INFORMATION

- Each Division Director will work with his/her appointed Records Officer to conduct a due diligence search and gather any responsive records. Each Records Officer will also make a preliminary determination as to whether the records may be released or whether the records contain confidential, private, or protected information that must be reviewed individually to determine whether release is appropriate in the specific instance.
- The Attorney General’s office may assist as requested.
- Once a determination has been made regarding releasable information, the Department will release information to the requestor during the statutory timeframe or otherwise respond as required under GRAMA.

SPECIAL CIRCUMSTANCES

- The Commissioner and Deputy Commissioner shall be kept apprised of any GRAMA requests that present unique situations or request sensitive information.

PERSONNEL/LICENSEE LISTS

- Certain records, including some records that include Departmental lists of employees, must be disclosed under GRAMA. [UCA Section 63G-2-301](#).

- If disclosure of a list of employees or licensees is requested, the request should be evaluated as one under GRAMA and treated accordingly. In addition to the AAGs, the Utah State Records Committee has additional guidance on its website regarding the disclosure of personnel information, if needed. (see www.archives.utah.gov).

MEDIA CONTACTS

- When media representatives contact the Department's Public Information Officer regarding a GRAMA request, refer them to the appropriate Division Director/Records Officer and inform the Commissioner and Deputy Commissioner for direction.

DEPARTMENT OF AGRICULTURE AND FOOD 03.05 PUBLIC MEETING COMPLIANCE	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: May 26, 2021
SUMMARY: UDAF IS A PUBLIC AGENCY SERVING THE AGRICULTURAL COMMUNITY AS WELL AS THE PUBLIC. THE DEPARTMENT’S GOAL IS TO PROVIDE GOVERNMENTAL TRANSPARENCY, TAKING ACTIONS AND CONDUCTING DELIBERATIONS OPENLY, WHILE PROTECTING PERSONAL, PROPERTY AND BUSINESS INTERESTS. UDAF’S POLICY IS TO FULLY COMPLY UNDER UTAH’S OPEN AND PUBLIC MEETINGS ACT (OPMA) .	

REFERENCES

[UCA, Title 52, Chapter 4](#), Open and Public Meetings Act (OPMA)

PUBLIC MEETINGS

- Each Division Director is ultimately responsible for ensuring that every board, commission or other entity that is subject to OPMA meets all requirements for each public meeting, including, but not limited to proper: notice, agenda format, presence of a quorum, minutes, voting record, electronic participation, appropriate conduct during the meeting and for closing meetings. However, the Division Director may designate an individual responsible for OPMA compliance in that Division, or the Department may designate a single individual responsible for OPMA compliance for the Department and its boards and commissions.

NOTICE AND MINUTES REQUIREMENTS FOR PUBLIC MEETINGS

Notice Requirements

- Each Division Director shall appoint an individual responsible for providing notice of public meetings as stipulated in the Utah Open and Public Meetings Act, [UCA Section 52-4-202](#).
 - All public meetings shall be noticed at least 24 hours in advance of the meeting, unless designated as an emergency meeting, as allowed by statute.
 - All notices shall include the meeting agenda, date, time, place, and shall comply with any other requirements under OPMA.
- Each Division will notify the Department’s PIO or Marketing Division of all open and public meetings. The PIO shall also subscribe to all Department public meetings listed on the [Public Notice Website](#).
- Before it is posted, the meeting agenda should be approved by the applicable Division Director with assistance from the Attorney General’s office, if requested.
- Meeting agendas must also comply with notice requirements, both for posting time and content.

- Notification of all public meetings held by the Department will be posted at the reception desk, as well as at the location of the meeting, if offsite.

Minutes Requirements

- Written minutes and a recording shall be kept of all Department open meetings.
- Written minutes shall include:
 - The date, time, and place of the meeting
 - The names of members present and absent
 - The substance of all matters discussed
 - A record, by individual member, of each vote taken
 - The name of each person who is not a member of the public body and provided testimony
 - A summary of the testimony provided by the public, and
 - Any other information that is a record of the proceedings that any member requests be entered in the minutes.
- A recording is not required for an open meeting that is a site visit or a traveling tour if no vote or action is taken.
- The requirement that minutes include the substance of matters discussed or testimony provided may be satisfied if the Department maintains a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is discussed or testimony provided.
- The recording shall:
 - Be a complete and unedited record of all open portions of the meeting.
 - Identify the date, time, and place of the meeting.
- Anyone who presents electronic information relating to an item on the agenda shall provide a copy for inclusion in the public record.
- A public body shall:
 - Make pending minutes available to the public within 30 days after holding the open meeting
 - Within three business days after approving written minutes of an open meeting:
 - Post a copy of the approved minutes and any public materials distributed at the meeting to the [State Public Notice Website](#)
 - Make the approved minutes and public materials available to the public at the UDAF office.
 - Post the approved online minutes (if provided) on the Department website
 - Within three business days of the meeting, post an audio recording or link to the record on the [State Public Notice Website](#)

TRAINING ON PUBLIC MEETINGS

- Each Division Director shall appoint an individual responsible for posting public meetings as stipulated in the Utah Open and Public Meetings Act in a timely manner. [UCA Section 52-4-202](#).

- The Department will provide training on OPMA requirements every year for the Agency and its boards and commissions.

REPRESENTATION BY ATTORNEY GENERAL’S OFFICE

- In coordination with the Division Director, the Commissioner, and the Deputy Commissioner, any entity represented by the Attorney General’s office may request assistance with legal issues, such as statutory compliance and rule changes.

DEPARTMENT OF AGRICULTURE AND FOOD 3.06 OFFICE PROCEDURES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: September 1, 2020
SUMMARY: GUIDELINES FOR THE RECEPTION AREA, VISITING, AND PERSONAL USE OF OFFICE TOOLS AND SUPPLIES.	

RECEPTION AREA

- This area is paramount in conveying the Department's image to the public. It is important that this area is maintained professionally. To achieve this the following procedures will be observed:
 - Department employees shall not read magazines, books, or newspapers in this area. Reading, other than work associated, should be confined to enclosed offices and lunchrooms during non-work periods.
- As a security measure, all visitors are required to sign in at the reception desk. To assure that all visitors sign in and are given appropriate direction, the reception desk shall have a receptionist present at all times.
- Visitors to the main office without a valid State Employee ID (or a valid Federal ID and recognizable by the receptionist) shall be required to sign in at the receptionist desk and obtain a visitor's pass from the receptionist.
- The primary function of the Department receptionist is to courteously direct incoming calls and visitors. As a rule, all calls should be routed directly to the employee being called. If the employee is not available, the call should be transferred to the appropriate secretary for proper handling. If the receptionist is unable to reach either of these individuals, a message, including a return number should be taken.
- The receptionist should not leave the reception desk to locate an individual, except in an emergency. If the individual cannot be located by phone or through the appropriate secretary, a message should be taken or the help of another employee enlisted.
- As time permits, the receptionist should make repeated attempts to notify employees for whom there is a message.
- For many people, the receptionist is the first contact with the Department. A courteous, helpful manner should be evident.
- Each Division should ensure they have proper coverage to serve the public from 8 to 5, including during the lunch hour.

OFFICE HOURS

- Office hours are 8 a.m. to 5 p.m. Monday through Friday. Employees may, with approval of their supervisor, select a daily starting time between 6:00 and 9:00 a.m. and a quitting time between 3:00 and 6:00 p.m., so long as a full work schedule is completed each scheduled work day.
- Each employee's workday shall include a minimum of 30 minutes for a lunch period and two 15-minute work break periods, one of which is in the morning and one in the afternoon. Lunch periods will normally be scheduled to begin between

the hours of 11:00 a.m. and 1:00 p.m. for a regular day shift. Break periods are included in 8 productive work hours. These lunch and break periods may not be adjusted or accumulated to accommodate a shorter workday.

VISITING

- Excessive visiting at another's desk or in groups is strongly discouraged. Such visiting distracts others and decreases the overall efficiency of the office.

PERSONAL USE OF MACHINES AND MATERIALS

- Office machines may be used on a limited basis during the nonworking hours (before 8 or after 5) or during the lunch hour when not in use in carrying out Department business. However, the individual must furnish all supplies used in operation. Limited copies may be made on the copy machine if the individual provides the paper. No Department supplies are to be used for personal use. No Department equipment may be used for personal financial gain.

OFFICE SUPPLIES

- Each Division is responsible for obtaining supplies through an approved vendor.

DEPARTMENT OF AGRICULTURE AND FOOD	
03.07 REGULATORY ENFORCEMENT PROCEDURES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: September 1, 2020
SUMMARY: THIS POLICY ESTABLISHES CONSISTENCY IN INSPECTION PROCEDURES AND COMPLIANCE.	

REFERENCES

[UCA Title 4, Chapter 1](#), Utah Agricultural Code, General Provisions

[UCA Title 63G, Chapter 4](#), Administrative Procedures Act

ENFORCEMENT

- Each Division will handle enforcement methods individually. The following is an overview of the process generally used by the Department. Notwithstanding this policy, the Department's meat inspection program follows the USDA enforcement actions policy per contractual agreement.
- The Department has broad, sweeping authority to regulate the agricultural and food production industry at all levels. [UCA Section 4-1-101](#) *et seq.* In addition, many of the permits and licenses issued by the Department are issued upon the condition that the licensee permits scheduled or unscheduled Departmental inspections/investigations and sample collections as a requirement for issuance of a license or permit.

INSPECTIONS

When an inspection/investigation or evaluation is made of an establishment, device, animal, plant, or whole or processed agricultural product:

- An inspector shall present credentials and identify themselves, state the nature or reason for the inspection/investigation to management, and get permission to make the inspection/investigation.
 - Although inspectors should make every effort to explain their authority and obtain entrance for the purposes of inspection, if entry is denied, the inspector should speak with the Division Director/Program Manager about obtaining an *ex parte* warrant or pursuing enforcement using another tool, such as seeking injunctive relief. [UCA Section 4-1-105](#).
- Precise and complete records shall be kept outlining the facts and findings of each inspection/investigation. These records are official documents defining the conditions that existed at the time of the inspection/investigation. **In cases where there has been a violation, these records are the primary source of evidence for enforcement, appeals and other legal proceedings.** An inspector shall ensure the records are complete, accurate, and legible.
 - An inspector's personal notes are generally protected documents for GRAMA purposes, but they are important in refreshing the inspector's memory regarding the investigation and should be maintained in the file. Screenshots of text messages, emails or notes from phone calls should also be kept in the file for reference.
 - Notes from substantive phone calls should be as complete as possible, particularly if an offer of settlement or any other matters requiring customer or Agency action are discussed.

EMBARGOS/HOLD ORDERS/DESTRUCTION OF PRODUCT

- In addition to the guidance regarding inspections, if the inspection/investigation identifies violations that warrant immediate action, such as ones that pose health threats or suggest fraud, where there is a statutory mandate, or where the Department determines it is necessary or prudent, embargoes, hold orders, condemnation, or destruction may be warranted.
- Due to the economic hardship and impact on businesses, careful and complete records are necessary when considering one of these options.
 - An interview must be conducted with the Division Director or the Director's designee detailing the conditions noted on the inspection/investigation record.
 - If corrections or agreements are discussed or finalized during this interview, they must be noted on the record.
 - Receipts for samples or notices for holds or embargoes must be left during this interview and clearly identified with photographs and other documentation so that compliance with the Department's orders can be confirmed.

WARNINGS

- The Department may use warning letters/citations depending on the severity of the violation, in conjunction with the enforcement matrix adopted by each Division Director.
- Warning letters/citations should clearly reference the violation(s), the specific steps required to resolve each violation, and the date and time for compliance to be complete.
 - Warnings may be contested through the same process as for citations, with the same time frames for requesting a hearing.
- When following up after a warning, care should be taken to ensure that all compliance measures are in effect and complete. If not, a citation or other action may be necessary.

MEDIATION/PRE-HEARING AND OTHER SETTLEMENT CONFERENCES

- Meetings, pre-hearing conferences, and settlement conferences are encouraged where the Department believes voluntary compliance or any other benefit could result.
 - Depending on the type of enforcement action, some settlement/mediation conferences are required by law. Please consult with the assigned AAG for specifics.

ADMINISTRATIVE PROCEEDINGS

- Hearings, requests for reconsideration and appeal procedures are addressed in Policy 5.08.

- Departmental hearings are informal and governed by Utah's Administrative Procedures Act, [Title 63G, Chapter 4](#), and codified in the Department's administrative rules.
- The Department shall designate a hearing officer or contract with an administrative law judge to conduct the hearing.
- Motions for reconsideration by the Department, and appeals to other agencies or the Utah courts are also permitted in most cases under Title 4, and are governed by [Utah's Administrative Procedures Act](#).

DEPARTMENT OF AGRICULTURE AND FOOD 03.08 TRAINING	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: September 1, 2020
SUMMARY: INITIALIZING AND RECORDING TRAINING PROCEDURES FOR EMPLOYEES.	

REASON FOR TRAINING

- From time to time, the Department of Human Resources (DHRM) and other State training agencies send information about training opportunities for UDAF employees. The Department will keep all records of outside training given to UDAF employees.

PROCEDURES FOR TRAINING

- Employees will complete all State required training
- Divisions may require certified training for UDAF employees. Training documents shall be forwarded to UDAF Human Resources for entry into each employee's training record.
- The Division Director shall approve all other training requested by UDAF employees and coordinated with Finance.

DEPARTMENT OF AGRICULTURE AND FOOD 03.09 WEAPONS POLICY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE October 26, 2023
SUMMARY: THIS SECTION SETS FORTH DEPARTMENT POLICY FOR OWNING, CARRYING, AND USING FIREARMS AND OTHER WEAPONS.	

REFERENCES

[UCA Section 53-13-105](#), Special Function Officer

- Under the authority of Title 4 and [UCA Section 53-13-105](#) *et seq.*, the Department adopts this weapons policy as a directive for those individuals who are authorized by the Department to carry firearms or weapons of any type in connection with their employment.
- The use of weapons in Department-related employment is in place primarily for individual employee protection. It is normally not intended to be used as a show of force to achieve compliance with laws or regulations.
- Any individual within the Department who feels their job or job-related activities put them into a situation that would require protection, or who are statutorily empowered to carry a weapon during the course of their employment, must receive prior written authorization by the Commissioner and the employee's Division Director. Authorization is meant to govern policy during working hours while performing official duties. Nothing in this policy is intended to interfere with an employee's constitutional rights or responsibilities while not performing job-related activities for the State.
- Prior to Departmental authorization to carry a weapon, the employee must be Police Officer Standard Training (POST) certified as one of the four types of Public Safety Officers identified in [Title 53, Chapter 13](#) of the Utah Code. The employee must complete all weapons and other required training through POST, or by an entity similarly authorized under [Title 53](#). This includes, but is not limited to, successful completion of a weapon training course taught by any participating law enforcement agency. At the end of the training, each employee must demonstrate their ability to handle the weapon by qualifying under the State's present standard or be subject to a waiver recognized by the State. Weapons certification must be maintained by the employee, including yearly training requirements.
- Weapons will be maintained in a secure area within the individual's automobile (trunk or locked vehicle), readily accessible for use in emergency, and will normally be permitted to be carried on the individual person under any one of the following instances:
 - While performing vehicle stops.
 - While involved in authorized roadblocks, whether they are being held alone or with other law enforcement personnel.
 - While on duty at one of the State's ports of entries.
 - While issuing subpoenas or search warrants.
 - While making a felony arrest.
 - While conducting certain types of investigations.

- While performing any other job-related duty in which it is determined that one's life may be in danger.

DEADLY FORCE

- Because it is not the intent of the Department to use a weapon as a tool to enforce laws and regulations, a weapon should only be drawn or fired at an individual when it is felt the life or personal welfare of the employee or another person they may be protecting is at stake. A Department investigation and review will be required on all weapons-related incidents. The discharge of any weapon not normally related to training, practice, or re-qualification must be reported immediately to the employee's Division Director and the Commissioner.

OWNERSHIP AND STORAGE

Weapons may be either Department owned or privately owned.

- Private owners employed by the State have the same duties and responsibilities of any POST officer and citizen with respect to gun registration, storage, maintenance, and safety.
- The serial number of each gun used in employment by the individual shall be on file with the Department at the time of employment and shall be updated yearly by the employee, regardless of whether it is privately or State owned.
- The Department shall provide a secure location to store all State-owned weapons, accessories, technology, and protective gear.
 - the Director of the Division of Animal Industry or their designee shall maintain The secure location. The Director shall create division policies for weapons access, inventory, assigned weapons log, and security, that **shall be reviewed every three years.**
 - An inventory shall be conducted every 6 months and any discrepancies shall be reported to the Commissioner or law enforcement.
- When visiting the Department, employees may utilize a Department-provided secure weapons storage locker for the employee's personally owned weapon **AT THEIR OWN RISK**. By using the State's resources, the employee agrees to indemnify and hold harmless the State and its officers, employees, and agents for any alleged damage to weapons brought into the Department and/or stored.
- Each employee assigned a weapon will be responsible for the cleaning, care, and security of the weapon.
- If an employee ceases using a weapon in their duties for the State, the employee shall immediately inform the Director of the Division of Animal Industry.
- Any weapon, personal protective gear, or other law enforcement tool issued to an employee must be returned to the Department on termination or retirement of the

employee, or if the employee changes positions within the Department and the use of a weapon is no longer required.

SALE OF WEAPONS NO LONGER REQUIRED BY THE DEPARTMENT

- Department owned weapons that are no longer being used by Department employees may be sold to a third party vendor or an individual in accordance with state and federal law.
- All sales shall be approved in advance by the Director of the Division of Animal Industry and the Commissioner and shall be documented in writing and on the weapons log maintained by the Director of the Division of Animal Industry.
- If a weapon is sold to an individual it is recommended the Department obtain a background check on the individual prior to the sale, however, current ATF guidance is that a background check is not legally required in the State of Utah.
- Funds received from the sale of weapons shall be deposited as dedicated credits for the division from which the weapons are sold.

VIOLATIONS

- Any violation of the Weapons Policy is reason for a review and possible discipline, up to and including termination of the employee.

DEPARTMENT OF AGRICULTURE AND FOOD	
03.10 AUTHORIZED PERSONAL USE OF PUBLIC PROPERTY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: September 1, 2020
SUMMARY: THIS POLICY PROVIDES PUBLIC SERVANTS GUIDANCE AS TO AUTHORIZED PERSONAL USE OF PUBLIC PROPERTY, AS DEFINED IN UCA SUBSECTION 76-8-101(5) , TO HELP THEM AVOID UNINTENTIONAL VIOLATIONS OF UCA SECTION 76-8-402 AND 404, OFFENSES	

REFERENCES

[UCA Title 67, Chapter 16](#), The Utah Public Officers' and Employees' Ethics Act

[UCA Section 63A-17-904](#), Political Activity of Employees

[UCA Section 76-8-402](#), Misusing Public Money or Public Property

- Utah Office of Administrative Rules: For a comprehensive list of all rules, please see: Rules.utah.gov/public_search
- Rules pertaining to this policy:
 - Section R477-9-7, Acceptable Use of Information Technology Resources
 - Rule R895-7, Acceptable Use of Information Technology Resources
 - Rule R27-3, State Vehicle Use Standards,
 - Rule R27-6, Fuel Dispensing Program,
- Division of Finance: For a comprehensive list of all policies, please go here: [Division of Finance|State Agency Resources|Policies](#)
 - 21 P- Card Policy
 - 10 Travel – Personal Use of State Vehicles
- Division of Technology Services: dts.utah.gov (requires Utah.gov login information)
 - DTS Policy 5000-0002.1, Enterprise Information Security Policy (Statewide),
 - DTS Policy 5000-0003, Enterprise Mobile Device Policy (Statewide)
 - DTS Policy 5000-0004, Enterprise Web Filter Policy (Statewide)

Governor's Executive Order 002 2014, Establishing an Ethics Policy for Executive Branch Agencies and Employees

PURPOSE

- This policy provides public servants guidance as to authorized personal use of public property to help them avoid unintentional violations of Utah law.
- A public servant is not guilty of a violation of [UCA Section 76-8-402](#) for authorized personal use of public property. "Public servant" means a public officer, an appointed official, employee, consultant, or independent contractor of a public entity, or a person hired or paid by a public entity to perform a government function. "Public property" means real or personal property that is owned, held, or managed by a public entity.

- This policy constitutes a “written policy of the public servant’s public entity” for purposes of UCA Subsection [76-8-402\(1\)\(a\)\(iii\)](#). For purposes of this policy, “public servants” will be referred to as “employees”.

POLICY

- Employees are responsible to protect and conserve government owned or leased property and use official time in an honest effort to perform official duties. This policy does not grant to employees or create an inherent right to use government resources, and one should not be inferred. The privilege to use public property for personal purposes may be limited or revoked at any time by an appropriate individual (e.g., a supervisor in the employee’s organizational chain of command).
- Employees do not have a right to, nor should they have an expectation of, privacy while using government resources at any time, including when they are accessing the internet, using email, instant messaging, or telephones. Employees who wish for their personal activities to be private should not conduct such activities using public property.
- To help improve the effectiveness and efficiency of government services, incidental or *de minimis* personal use of public property is authorized under [UCA Section 76-8-402](#) and is further authorized under this policy. Incidental or *de minimis* personal use includes:
 - Use of public property for limited personal use when an employee is using the public property to perform their duties of office or employment; and
 - Use of public property of a personal nature when such use of the public property:
 - Is allowed to be used by the general public;
 - Is allowed for training or skill development;
 - Is provided or required to be provided to the employee as an employee benefit or convenience, such as lunchroom, fitness, or nursing room facilities;
 - Provides value to the Department that substantially outweighs the personal benefit received by the employee;
 - Is otherwise permitted by an employee’s manager or supervisor (e.g., a supervisor in the employee’s organizational chain of command) in writing prior to usage; or
 - Is otherwise permissible under State or Federal law, administrative rule or policy.
 - Notwithstanding the above, incidental or *de minimis* personal use does not include any use that:

- Significantly interferes with the mission or operations of the Department;
- Significantly interferes with the performance of the employee's or any other employee's official duties;
- Significantly compromises the integrity of public property; or
- Is for private financial gain, including conducting outside business, employment, or other income generating activities.

DEPARTMENT OF AGRICULTURE AND FOOD 03.11 RISK MANAGEMENT	
EFFECTIVE DATE: November 8, 2022	REVISION DATE: April 18, 2024
SUMMARY: THIS POLICY SETS FORTH THE POLICIES AND PROCEDURES REGARDING RISK MANAGEMENT FOR THE DEPARTMENT.	

REFERENCES

[UDAF Risk Management and Internal Control Framework](#)

DEFINITIONS

- “Department” is the Utah Department of Agriculture and Food and all of its divisions and programs.
- “RICC” is the Risk and Internal Control Committee at the Department.
- “Directors” includes all division directors at the Department of Agriculture and Food.
- “Executive” includes the Commissioner, Deputy Commissioner of Agriculture and Food, and the Legislative Director.
- “Managers” includes all employees in a supervisory or decisionmaking role who are tasked with implementing the UDAF Risk Management Framework.
- “Strategic risks” arise when an organization’s strategy fails to deliver expected outcomes.
- “Operational risks” arise from inadequate or failed internal procedures, employee errors, cybersecurity events, or external events.
- “Hazard risks” are the many things that could go wrong and are mostly external to the organization.

MANAGEMENT RESPONSIBILITY

- Under the direction of the Executive and with their approval, the RICC will develop a [risk appetite statement](#) to guide the decision making process surrounding risks faced by the Department.
- The Executive, Directors, and Managers will attend a risk management training that describes the annual risk assessment process and the development of internal control activities on an annual basis. The Office of Internal Audit (OIA) provides this training and is facilitated by the Risk and Internal Control Committee (RICC).
- The RICC shall provide the risk appetite statement to the Executive, Directors, and Managers at the Department.
- Directors and Managers will refer to this statement as they identify and respond to risks in their divisions and programs.

OVERVIEW OF THE RISK ASSESSMENT

- A Department-wide risk assessment is performed annually. OIA generally leads the process and is facilitated through the RICC.
- Identified risks and their existing or proposed control activities are recorded in the Risk Register that is maintained by the RICC.

- At the conclusion of each annual risk assessment, the RICC compiles a report to summarize the highest priority risk items. This report is shared with the Executive and Directors.
- The Executive, Directors, and Managers will follow additional procedures in accordance with the [UDAF Risk Management and Internal Control Framework](#).

EXAMPLES OF RISKS TO IDENTIFY

- Strategic risks are the risks taken when making strategic decisions. They are typically mitigated through formal decision-making processes that vet the data involved in choices and that check for decision bias.
- Operational risks are the risks that arise due to an absence of or weakness in operational controls. As management sets up operations, there is an expectation that people with needed skills are involved, processes are efficient and effective, and technology is enabling and supportive. There is also an expectation that management has the oversight mechanisms needed to enable operational success and capacity growth over time.
- Hazard risks are controlled by management through funding functions (e.g., insurance, communication, information security, legal, safety, etc.).
- **Table 1** on the following page provides examples of risk by category and is not exhaustive. It serves as guidance to Directors and Managers as they work to identify risks in their divisions and programs.

UTILIZING THE RISK ASSESSMENT

- Management should utilize risk assessments to develop risk management strategies. OIA must use information gained during the process to develop an annual audit plan that requires approval from the Commissioner.

Table 1. Examples of Types of Risk

Strategic Risk	● Ethics, conflicts of interest, or bias in decision-making process ● Strategic decisions that are unclear or poorly communicated ● Introduction of new programs or services ● Changes in senior management ● Changes to customer demand or expectations ● Financial challenges (e.g., underfunded programs) ● Problems with suppliers, vendors, or other stakeholders
Operational Risk	● Weakness in governance and management oversight controls ● Unclear objectives and assignments ● Misalignment of people, processes, and technology ● Inadequate or failed internal processes ● Human error ● System downtime or failure ● Inadequately trained staff ● Breakdown of process controls
Hazard Risk	● Damage to the organization's credibility or reputation ● Noncompliance with laws, rules, or policies ● Information security incidents ● Human resource incidents (e.g., workplace harassment and employee discipline) ● Cybersecurity events (e.g., data breaches) ● Fraud ● External events (e.g., earthquakes or pandemics)

DEPARTMENT OF AGRICULTURE AND FOOD 03.12 CONTENT CREATION AND REVIEW POLICY	
EFFECTIVE DATE: September 15, 2023	REVISION DATE OCTOBER 26, 2023
SUMMARY: THIS POLICY PROVIDES PRINCIPLES AND BEST PRACTICES FOR CONTENT PUBLICLY RELEASED BY THE DEPARTMENT	

DEFINITIONS

“Content” or “Department content” for the purposes of this policy means information disseminated by the Department to the public or large (more than 200 people) internal audiences outside of the normal course of business including, but not limited to:

- Websites
- Videos
- Newsletters
- External Trainings
- Blog posts
- Case studies
- Reports
- Podcasts
- Strategic plans
- Press releases
- Q&As
- Brochures or flyers
- Social media posts
- Infographics
- Articles
- Presentations

“Department Style Guide” is a [guide](#) created and maintained by the Marketing Division that sets standards for the writing, formatting, and design of Department content. The goal of the style guide is to ensure consistency in how the Department is presented from both visually and in tone of voice. The current Department Style Guide shall be provided to all Department employees annually.

“Published” for the purposes of this policy means published on the Department’s website or social media, or printed and published or distributed through appropriate channels depending on the nature of the content.

POLICY

Employees who create content within the Department must be thoughtful and conscientious about the content they produce or publish. Department content should:

- Align with the mission of the Department and the Utah Governor’s Office.
- Improve the customer experience.
- Be seen as an appropriate use of taxpayer funds.
- Be something Department leadership are comfortable discussing with the public, the governor, the legislature, and the media.
- Be culturally appropriate and avoid politically charged issues.
- Promote trust
- Not be objectionable or offensive.
- Be easily understood; if words are used that could be misunderstood (particularly that may be culturally or politically sensitive), they should be defined or put in context to avoid misrepresentation. Jargon and acronyms should also be avoided or defined.

All managers, supervisors, and Division Directors shall receive training on content creation at least every two years.

CONTENT CREATION ROLES

Division Content Creators

Content creators are employees within each division that are responsible for identifying content needs, creating content, and ensuring content is approved and published according to the requirements of this policy. Division directors shall determine content approval requirements within their division and ensure that content is reviewed and edited prior to being submitted for approval outside of the division.

Public Information Officer (PIO)

The role of the Department PIO is to develop and execute strategic public communication for the Department and divisions. Pursuant to this policy, divisions shall consult with the PIO on all Department content.

Marketing Division

The Marketing Division provides communications and marketing support for all of the Department's divisions and programs. Pursuant to this policy, divisions shall consult with the Marketing Division on all Department content.

The Marketing Division will be responsible for the creation or approval of all new graphics that are used in Department content. The Marketing Division will maintain a shared communications folder with graphics, pictures, and templates that have been approved and used previously that will be accessible by divisions for use in their content creation. The Marketing Division shall review this folder at least every two years.

Commissioner's Office

The Commissioner's Office consists of the Commissioner of the Department, Deputy Commissioner, Executive Assistant, Director of Legislative and Government Affairs, PIO, Internal Auditor, and Policy Analysts. High profile content or content that is prepared for the Governor's Office, for policymakers, or to be used in legislative committees must be approved by the Commissioner's Office. Time permitting, the Commissioner's Office will review all press releases.

CONTENT CREATION PROCESS

Step One: Content Creation

Content is created by division content creators as directed by the division management or the Division Director. Marketing Division staff may provide assistance in content creation as resources allow; sufficient lead time (at least two weeks) is required.

Step Two: Division Review

Content is reviewed and edited by a second and possibly a third person (for large content pieces) within the division, working with the content creator. Attention is given to grammar, punctuation, and information accuracy. Marketing Division and/or PIO staff may provide assistance in review as resources allow.

Step Three: Marketing and/or PIO Review

The Marketing Division reviews and approves content. Review and approval may be required from the PIO as well, depending on the nature of the content. Content shall be submitted to the following email address for this stage of review:

UDAF-communications@utah.gov. The PIO will review all press releases and public alerts. The PIO or another employee within the Marketing Division may review content created by the Marketing Division.

Review is focused on Department Style Guide coherence, value to audience, alignment with Department mission, a final grammar review, and search engine optimization, if applicable.

The Marketing Division and the PIO will maintain a calendar or other shared document to ensure review is completed in a timely manner with consistent communication and feedback provided to the content creator. Content review will take a minimum of two business days. If not approved, content returns to the content creator for edits.

Step Four: Commissioner's Office Review

High profile content or content that is prepared for the Governor's Office, for policymakers, or to be used in legislative committees is reviewed by the Commissioner's Office to ensure that it is aligned with the Department's brand, mission, messaging, and values; that information is accurate, and that word choices are not inflammatory or politically polarizing. If it is not approved, content returns to the content creator for edits.

Step Five: Governor's Office Approval

Some content may require consultation with or approval from the Governor's Office prior to publishing or sharing. In most instances, this will be when the content is politically or culturally sensitive. The Commissioner's Office shall determine when the Governor's Office approval is required.

Step Six: Publishing

The division, Marketing Division staff, or the Commissioner's Office publishes approved content, depending on the nature of the content. Once content is approved, it may be repurposed and distributed across any appropriate channels.

Step Seven: Monitoring and Evaluation

Published content will be monitored regularly and reviewed at least every two years for its effectiveness in achieving intended goals and outcomes and to ensure that it remains relevant and up-to-date. Out-of-date content will need to be updated or removed from public access and archived.

SOCIAL MEDIA AND WEBSITES

How Social Media Is Used

Social media should be used to help bring positive attention to the Department, programming, and events. Social media is also key to simplifying citizen engagement with the Department and is an information transmission tool. As part of a greater content marketing strategy, social media breaks down, repurposes, and drives traffic to larger content pieces. Divisions are advised to develop a social media strategy for each channel being used.

Best Practices

The Marketing Division's best practice for social media is maintaining a regular posting cadence and posting relevant content. It's also the division's obligation to post in

accordance with the Department's mission. Social media channels approved for Department use include

- Facebook;
- Instagram;
- Twitter/X;
- LinkedIn;
- Pinterest; and
- YouTube

The Commissioner's Office must grant approval before using any other social media platforms. The Commissioner's office must also grant approval prior to an employee opening a new social media account on behalf of the Department.

Employee use of Social Media on Behalf of the Department

- It is the Department employee's duty to know and adhere to the UDAF Policy and Procedures Manual, and other Department policies when using the Department's social media accounts.
 - If an employee is directed to post information that the employee believes may be in violation of these policies, the employee may seek clarification of the policy from a supervisor.
- Employees should refrain from attributing positions on current events and other issues to the Department without approval from the Commissioner, especially with respect to issues over which the Department has jurisdiction and/or regulatory responsibilities.
- Department employees are not to publish, post, or release any information that is considered confidential, private, or otherwise protected. If there are questions about what is considered public information, employees should check with their supervisor or the Attorney General's Office.
- Social media networks, blogs, and other online content sometimes generate press and media attention or legal questions. Employees should refer inquiries to authorized Department spokespersons, consistent with the Department Media Relations Policy, currently section 03.03 of this Manual.
- If an employee encounters a situation while posting on the Department's social media that threatens to become antagonistic, the employee should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get permission before they refer to, or post images of, current or former employees, members, vendors or suppliers. Employees should get permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Content that violates the Department's Standards of Conduct Policy, 02.03, or any other Department policy may subject an employee to disciplinary action or termination.
- Any social media accounts used for government business are subject to Utah's public records laws: the [Government Records Access and Management Act](#).

Personal Social Media Platforms

- If Department employees publish content on personal social media that involves an area regulated by the Department, employees are encouraged to use a disclaimer, such as: “The postings on this site are my own and may not represent the Utah Department of Agriculture and Food positions, strategies, or opinions.”
- Department maintained social media accounts shall be separate from an employee’s personal accounts

Public Comments on Department Social Media Platforms

- The Department welcomes the public’s participation and engagement on official Department social media platforms as long as commenters use family-friendly content and civil tone, and comply with the terms and conditions of posting on each site.
- The Department does not discriminate on the basis of identity or anonymity of the commenter, or the commenter’s viewpoint. Comments that express disagreement with a particular position generally will not be removed, so long as the comments do not otherwise violate Department policy.
- The Department may, in its sole discretion, moderate or remove comments on its maintained sites if they contain, constitute, or link to:
 - Off-topic discussions unrelated to Department programs, services, projects, issues, events, or activities;
 - Content encouraging illegal activity or violence;
 - Content that promotes, fosters, or perpetuates discrimination against protected classes;
 - Content that violates a legal ownership interest of any other party, such as copyright or trademark infringement;
 - Content containing improperly disclosed private, protected, or confidential information as defined by state law;
 - Content that may tend to compromise the safety or security of the public or public systems;
 - Profanity, nudity, indecency, or obscenity;
 - “Spam,” advertisements, promotions, solicitations of commerce or products; or links to promote a political candidate;
 - Content which could be considered sexual harassment under state law;
 - Slanderous or defamatory attacks, or personal harassment of another poster;
 - Disruptively repetitive content; or
 - Content which the Department, in its sole discretion, considers inappropriate..

Enforcement

- When there may be a violation of the policy standards, the Department may take any legal steps to resolve the violation, including, but not limited to, inviting the commenter to engage in a more productive manner, requesting the commenter to voluntarily remove the improper content, or capturing the content to create a record and removing the content immediately.
 - The content may be re-posted at the Department's discretion or if successfully appealed to the Commissioner.
 - Multiple violations of Department policy may result in the commenter being prohibited from future postings on the Department's accounts.
- Although the Department generally attempts to resolve these issues amicably, UDAF reserves the right to forward or report to the social media platform any content that may violate the terms of service of the provider.
- The Department may also forward content that may violate state or federal law to an appropriate law enforcement agency for further action.

UDAF and UDAF Adjacent Websites

- Per Utah Administrative Code [Rule R895-4](#), all Department related websites must end in "utah.gov" to ensure they are discernible as a state website.
- Marketing Division staff shall have login access to all government websites or social media pages that are hosted by the Department or related to Department programs.
- The Commissioner shall approve all Department-related websites, apps, etc. prior to creation.
- At least two Department employees should have current login information for all Department websites or social media accounts. Controls shall be in place to ensure that those with login information do not share the login information improperly and do not use the accounts for unauthorized posts.
- Managers of Department adjacent websites or social media pages that are not government-run should be provided with a copy of the Department Style Guide to help promote consistency in their content.
- Divisions shall review and edit/update content on all division-related web pages on a regular basis, at least annually.

DEPARTMENT OF AGRICULTURE AND FOOD 03.13 BOARDS, COMMITTEES, AND COMMISSIONS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: October 31, 2024
SUMMARY: PROCEDURES FOR BOARDS , COMMITTEES, AND COMMISSIONS.	

REFERENCES

[Utah Boards and Commissions](#): Board member information, criteria, and open board seats.
[The Handbook for Members of the State of Utah Boards and Commissions](#)
[Utah Boards and Commissions FAQ](#)

PURPOSE

This policy outlines the procedures for managing boards, committees, or commissions to ensure effective operations within the Department. It also clarifies the roles and responsibilities of the Division Director in overseeing these groups.

DIVISION DIRECTOR RESPONSIBILITIES FOR BOARDS, COMMITTEES, AND COMMISSIONS

- The Department assigns all advisory boards and committees to the Division Director whose Division is most affected by the board or committee or as designated in statute.
- Division Director or designee, or elected secretary, responsibilities include:
 - Ensuring a quorum will be present and confirming a quorum is present at the start of the meeting.
 - Preparing agendas and other meeting materials in compliance with Policy 3.05.
 - Coordinating with the Chair and Commissioner, or designee, to notify members of the meeting schedule and gather agenda items.
 - Scheduling meetings according to the requirements in Policy 3.05 and 6.02 by making all physical arrangements for the meeting, including conference room reservation, ensuring a secretary or recorder is present, and preparing appropriate reimbursement forms for members expenses.
 - Providing meeting notifications and relevant meeting materials at least 24 hours in advance of the scheduled meeting, if not sooner.
 - Maintaining up-to-date records of members, including appointments and expiration dates.
 - Notifying the Commissioner, Executive Secretary, and Division secretary of all necessary changes or re-appointments of board or committee members with at least 60 days notice.
 - Ensuring that all board members take the Oath of Office, if applicable.
 - Ensuring members receiving per diem and travel reimbursements are on payroll and provide the proper documents to the HR Analyst.
 - Preparing all necessary reports to the Governor’s office as required by statute and by request.

FILLING VACANCIES IN BOARDS, COMMITTEES, AND COMMISSIONS

The guidelines below are the preferred process to address vacancies on boards or committees and are not required under state law or rule. This policy may be superseded by statutory requirements.

- If there is a vacancy on a board, committee, or commission, the Division Director may review the criteria for the vacancy as listed in statute and invite relevant groups or an individual to apply for the position.
- The Division may post vacancy information, criteria, and an electronic application on the Department's website, social media pages, and [Utah Boards and Commissions](#) website.
- The Division Director shall include a deadline for the application.
- A small selection committee, including the Division Director, shall review applications to determine which candidates meet the position criteria and may advance to the next step in the selection process.
- For Commissioner appointed boards or committees, the selection committee may:
 - interview candidates if needed, and
 - submit two names to the Commissioner for final selection. If only one individual has applied for the position one name may be submitted to the Commissioner for review.
- For Governor appointed boards or commissions, the selection committee may:
 - advance an individual's information for the next steps;
 - provide letters of recommendations; and
 - collaborate with the Governor's office until final selection or Senate confirmation.
- Once the final selection has been determined, the Division Director shall notify the selected individual of their appointment and provide them with information about the position.
- The Division Director will notify the chair of the Board of the member selected to fill the vacancy.
- The Division Director will provide new board members with information on the requirements of the position and the [Handbook for Members of the State of Utah Boards and Commissions](#).
- Annually, the Attorney General's office will provide Board members with training on [UCA Title 52, Chapter 4](#), the Open and Public Meetings Act, Policy 3.01 related to Conflicts of Interest, as well as other applicable state ethics rules.
- At the Commissioner's discretion, committee or board members may remain in their positions following the expiration of their term, to allow for their replacement to be selected or may be appointed to an additional term upon expiration of their term, if serving an additional term is permitted by state statute and rule.

DEPARTMENT OF AGRICULTURE AND FOOD 04.01 ADOPTION OF DTS POLICIES AND RULES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 18, 2024
SUMMARY: STATEWIDE POLICIES WHICH HELP PROTECT THE CONFIDENTIALITY, INTEGRITY, AND AVAILABILITY OF THE STATE’S INFORMATION AND INFORMATION SYSTEMS.	

BACKGROUND

- The Utah Division of Technology Services (DTS) has rulemaking authority for Information Technology as well as the ability to create Enterprise Information Technology Policies.

POLICY

- In addition to the Enterprise Information Security policy referenced in the Division Standards of Conduct Policy ([5000-0002.1](#); [UDAF Policy 2.03](#)), UDAF adopts the following Statewide policies that DTS has implemented for all Executive Branch State employees served by DTS.
 - Software and Database
[4000-0001 Enterprise Application and Database Deployment Policy](#)
 - User ID, Passwords, and Multi-factor Authentication
[4000-0002 Enterprise User Authentication Standards Policy](#)
[4000-0008 Enterprise Generative AI Policy](#)
[5000-0002 DTS Information Security Policy \(Internal\)](#)
[5000-0002.1 Enterprise Information Security Policy \(Statewide\)](#)
[5000-0003 Enterprise Mobile Device Policy](#)
[5000-0004 Enterprise Web Filter Policy](#)

Utah Administrative Code Rule [R895-7](#), Acceptable Use of Information Technology Resources

Utah Administrative Code Rule [R895-4](#), Subdomain Naming Conventions for Executive Branch Agencies

DEPARTMENT OF AGRICULTURE AND FOOD	
04.02 ACCEPTABLE USE POLICY, INFORMATION TECHNOLOGY RESOURCES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 18, 2024
SUMMARY: POLICY THAT IMPROVES THE EFFECTIVENESS OF INFORMATION RESOURCES AND ENSURES THAT THEY ARE USED IN A PROFESSIONAL, USEFUL, AND LEGAL MANNER.	

REFERENCES

[Utah Administrative Code](#)

Rule [R895-7](#), Acceptable Use of Information Technology Resources

Rule [R895-4](#), Subdomain Naming Conventions for Executive Branch Agencies

Rule [R477-11](#), Discipline

PURPOSE

- This policy defines the use of State-owned information technology (IT) resources, employee responsibility to abide by state information security standards, and the process to purchase information technology hardware and software..

BACKGROUND

- Information technology resources are provided to assist in the efficient day-to-day operations of State Agencies. The Utah Division of Technology Services (DTS) provides support for information technology resources such as computers, email, electronic voice and video communications, the Internet, hardware, software, and other technologies to employees so they can support State Agencies in achieving their mission and goals, and to improve State government in general.

SCOPE

- This policy applies to all employees within UDAF.

POLICY

- UDAF employees shall regularly review, be familiar with, and follow the requirements of Utah Administrative Code Rule R895-7 – Acceptable Use of Information Technology Resources. An employee who violates the provisions of Rule R895-7 may be disciplined pursuant to Utah Administrative Code Rule R477-11 and Department of Government Operations Division of Human Resource guidelines.

GUIDELINES

- Managers should make certain that employees understand that providing IT resources to an employee does not imply an expectation of privacy. For more information see [Policy 3.10, Authorized Personal Use of Public Property](#).

COMPUTER HARDWARE OR SOFTWARE PURCHASES:

- All computer hardware and software must be purchased in coordination with the Department of Government Operations, Division of Technology Services (DTS), or as allowed using approved purchasing policies.
- Employees shall contact the Division of Administrative Services to initiate all hardware and software purchases. With proper approval from department and division leadership, the Division of Administration Services will either make the purchase or provide instructions to the employee how to make the purchase.

DEPARTMENT OF AGRICULTURE AND FOOD 04.03 MOBILE DEVICES AND OTHER STATE ISSUED DEVICES	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 18, 2024
SUMMARY: POLICY REGARDING USE OF DEPARTMENT ISSUED AND EMPLOYEE PROVIDED CELL PHONES, TABLETS, OTHER STATE ISSUED DEVICES.	

REFERENCES

[5000-0003 Enterprise Mobile Device Policy](#)

[FIACCT 05-05.00](#), Cell Phones and Home Internet Service, State Provided, Employee Allowances or Reimbursements

PURPOSE

- Many UDAF employees require a mobile device and/or tablet to perform work responsibilities. This policy explains the process to obtain a department issued device, and expectations for use of both department issued and employee provided devices for work purposes.

POLICY

- Policy regarding the approval, use, and procedures for State-Issued devices and employee-provided mobile devices.

USE OF STATE-ISSUED DEVICES

- Department employees have no expectation of privacy when using State-issued cell phones, tablets, or other electronic devices (“State-issued devices”), regardless of the format (e.g., digital, video).
- All DTS and State Acceptable Use Policies and Guidelines must be followed in the use of State-Issued devices.
- All State-Issued devices must be used primarily for business purposes and for incidental and occasional personal use only consistent with UDAF Policy 3.10.
- Information on State-Issued devices is subject to the Government Records Access Management Act (GRAMA), discovery requests, and State Division of Archives and Record Service retention schedules. Appropriate personnel will search employee accounts and State-Issued devices in response to a litigation request, a GRAMA request, or due to a business need, including internal, disciplinary, or other human resource investigations.
- All State-Issued devices are State property.

STATE-ISSUED MOBILE DEVICES

- The Department will purchase and issue cell phones including accessories and voice and data plans for employees who need phones to complete their assigned work tasks.

- If the employee's manager determines a State-Issued mobile device is appropriate a State Provided Cell Phone or Tablet Agreement ([Appendix B.01](#)) shall be submitted to the Administrative Service Division. The employee's supervisor and division director require approvals. Once the signed form is received, Administrative Services will order and issue the device.
- An employee shall provide the password for a state issued mobile device if requested by their division director.
- Passwords for state issued mobile devices shall be reset before the employee turns in the device when they leave department employment.

PROCEDURE FOR DEPARTMENT-ISSUED CELL PHONES

- A review of the Usage Detail Report for each Department-issued cell phone will be performed as needed by the Administrative Services Division. If an employee has incurred excessive fees, the Administrative Services Division will contact the employee and or supervisor for justification.

USE OF CELLULAR TELEPHONES WHILE OPERATING A MOTOR VEHICLE

- For the safety of UDAF employees and citizens, UDAF policy prohibits employees from using a cellular telephone while operating a motor vehicle. UDAF also discourages the use of hands-free cellular phone devices while operating a motor vehicle.

EMPLOYEE-PROVIDED MOBILE DEVICE

- If the employee chooses, they can be reimbursed monthly for regular use of personal cell phones or tablets, or may be reimbursed for occasional use of personal devices. Employee-Provided Cell Phone Allowance Agreement ([Appendix B.02](#)) shall be submitted to the Administrative Services Division. The employee will be reimbursed for appropriate voice and data services (not equipment) based on actual expenses, not to exceed State maximums in accordance with IRS Notice 2011-72.
- When an employee receives reimbursement for use of their personal cell phone or tablet, their personal information is considered private. However, because personal data is commingled with business data, the personal data may be viewed by a state officer or court in response to GRAMA requests or court action related to the business data. A division director may request to review information on an employee's personal mobile device that is used for state business if that information is needed as part of an investigation.

DEPARTMENT OF AGRICULTURE AND FOOD	
04.04 INFORMATION SECURITY	
EFFECTIVE DATE: April 19, 2024	REVISION DATE: April 19, 2024
SUMMARY: POLICY RELATED TO INFORMATION SECURITY AND GENERATIVE ARTIFICIAL INTELLIGENCE (AI)	

REFERENCES

[5000-0002](#) Information Security Policy

[4000-0008](#) Enterprise Generative AI Policy

INFORMATION SECURITY

- Employees should be aware that the Department follows the State Enterprise Information Security Policy from the Department of Technology Services (DTS) that can be found at: [DTS Policy 5000-0002.1](#).
- This policy was developed in response to a comprehensive external audit involving all executive branch agencies and the enterprise network. The authority for the policy can be found in [UCA Section 63A-16](#); Utah Administrative Code Rule [R895-7](#) (Acceptable Use of Information Technology Resources); and Utah Administrative Code Rule [R477-11](#) (Discipline).
- The policy includes essential and proper controls to minimize security risk, meet due diligence requirements pursuant to applicable State and Federal regulations, enforce contractual obligations, and protect the State's electronic information and information technology assets.
- Any Division of the Department or employee desiring exceptions to the policy must ask for specific exemptions in writing and any exceptions must be approved in writing by the Commissioner. All requests shall be initiated using the Risk Acceptance form in ServiceNow.
- Each Department employee is required to complete security awareness training on an annual basis.
- System Integrity is a key component of security. All remote system users shall access the network using the Virtual Private Network (VPN), and shall access systems using UtahID.

GENERATIVE AI

- Generative AI may be used in limited situations.

- Before an employee may use generative AI programs or software that is downloaded or purchased, the employee must complete a training course administered by DTS regarding appropriate use.
- The training course can be requested through the IT Service Portal. The employee may contact the division of administrative services for assistance in requesting training.
- A Department employee may use generative AI technology that is incorporated into existing services and products, such as internet search engines, without permission if the employee reviews all AI generated information for accuracy, appropriateness, privacy, and security before acting on, displaying, or distributing the information.
- AI generated outputs may not impersonate individuals or organizations without their written permission.
- The division of administrative services must review all software that is downloaded or purchased to ensure the software meets all necessary security and privacy requirements.
- No private, controlled, or confidential data shall be added to a publicly accessible AI service or training model.

DEPARTMENT OF AGRICULTURE AND FOOD 05.01 HANDLING OF LEGAL DOCUMENTS (CLAIMS AND ACTIONS)	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: July 17, 2025
SUMMARY: ESTABLISHES THE MANDATORY PROCEDURE FOR EMPLOYEES TO ENSURE THAT LEGAL DOCUMENTS ARE HANDLED PROPERLY TO PROTECT THE DEPARTMENT’S INTERESTS IN POTENTIAL LITIGATION..	

PROCEDURES FOR EMPLOYEES RECEIVING LEGAL DOCUMENTS

- If a process server attempts to serve legal documents at UDAF, the employee present should contact the AAG from the applicable division to review and accept them.
 - If an AAG is not available, the employee should accept the documents and follow the steps below.
 - Refusing service will not avoid the Department’s obligations and could lead to further complications.
- The employee should not discuss the legal documents or the case with the server, anyone else at the Department, or any outside parties, except as directed by this policy.
- It is crucial that the employee record the exact date and time the documents were received. This information is vital for meeting deadlines in potential legal proceedings.
- The employee who received the documents must immediately:
 - notify their supervisor of the service of legal documents.
 - deliver the original legal documents, along with the date and time of service, to the assigned AAG for the relevant division.
- Once the AAG’s office has been notified and has the documents, they will provide instruction on how to proceed. It is essential to follow their guidance carefully.
 - Employees should not attempt to respond to the legal documents, gather information or evidence, or take any other action related to the legal matter without explicit direction of the assigned AAG.
- Notices of Claim sent through the mail should be sent to the applicable Division Director or the Commissioner’s Office.

DEPARTMENT OF AGRICULTURE AND FOOD 05.02 FEDERAL ENGAGEMENT	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: July 17, 2025
SUMMARY: THIS POLICY ESTABLISHES PROCEDURES FOR UDAF EMPLOYEES REGARDING COORDINATION WITH LEADERSHIP ON FEDERAL ISSUES AND REQUESTING LEGAL GUIDANCE FROM THE ATTORNEY GENERAL'S OFFICE (AGO).	

This policy governs the parameters for UDAF employees when making official comments or taking official positions on federal issues, including proposed legislation, regulations, or policies. It applies to all employees regardless of their role or involvement in discussions concerning all federal issues impacting the Department's mission or the state.

OFFICIAL FEDERAL COMMUNICATION AND COORDINATION

- UDAF employees must coordinate all official federal communications, including comments, correspondence, and input on federal issues, with their Division Director before submitting them to any external party (federal agencies, elected officials, the public, etc.).
- Division Directors will channel official comments, correspondence, and input through the Director of Legislative and Government Affairs, who receives approval from the Commissioner.
- Employees must adhere to the official position of the state or UDAF on federal issues when acting in their official capacity and avoid actions that could reasonably misrepresent UDAF's official stance.

PUBLIC LAND POLICY ISSUES

- The Commissioner will assign an individual to comment on federal laws regarding public land issues and collaborate with the Utah [Public Lands and Policy Coordinating Office \(PLPCO\)](#). PLPCO in no way limits Departmental input on legislation, rules, or any federal issues but rather coordinates the State's effort.

PERSONAL VS. OFFICIAL COMMENTARY

- Employees making official comments on federal laws in their private capacity must clearly distinguish between their personal views and the official position of the Department or the state.
- Employees shall avoid using their official position, title, or Department resources (e.g., official letterhead, email address) when expressing personal opinions on federal laws. This may also include signing letters, writing op-eds, or speaking in a personal capacity while using an official title or affiliations.
- If commenting on a federal regulation in a personal capacity, employees should use their personal contact information like personal email or phone number.

REQUESTING ATTORNEY GENERAL'S OPINION

- The Commissioner may make requests for formal Attorney General's opinions in writing and will keep a file of all formal opinion requests and responses.

DEPARTMENT OF AGRICULTURE AND FOOD 05.03 CONTRACTS/GRANT AGREEMENTS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: July 17, 2025
SUMMARY: PROCEDURES FOR INITIATING, EXECUTING, AND RECORDING CONTRACTS, GRANT AGREEMENTS, AND OTHER LEGAL AGREEMENTS.	

REFERENCES

[UCA Title 63G, Chapter 2](#), Government Records Access and Management Act (GRAMA)
[UCA Section 63G-6a-109.5](#), Approval of Acquisitions of Information Technology
[UCA Title 63G Chapter 6a](#), Utah Procurement Code
[UCA Title 63G Chapter 6b](#), State Grants

PURPOSE

This policy applies to any type of formal agreement that obligates the Department. This includes procurement contracts, grant agreements (federal and state), cooperative agreements with other governmental entities, Memorandums of Understanding (MOU), and any other type of agreement that legally binds the Department with financial and/or nonfinancial activities.

The Department is committed to evaluating and awarding grants to ensure that state monies are expended in a non-discriminatory manner. Principles of economy, efficiency, and transparency shall govern each grant awarded.

The Department shall institute, where practicable, a blind process for awarding grants. If such a process is not possible given the statutory requirements or based on the nature of the grant to be awarded, the Department shall make every effort to institute a system of checks and balances, such as a tiered system, to ensure fairness during the entirety of the process.

DEVELOPMENT

- All contracts/agreements shall comply with all federal and state laws, Department rules, and policies.
- Each Division Director shall develop an intra-Division system for initiating contracts and agreements.

- The initiating division employee grant shall coordinate drafting the contract or agreement with the assigned (AAG), the Finance Manager for the Division, and their Division Director to ensure state and other legal requirements are considered.
- The division shall obtain final approval for the contract or agreement from the AAG and Finance Director before securing grantee or contractor signatures. For grants, prior approval is only needed for the grant template rather than each grant agreement (see Requirements for Grants below).

REQUIREMENTS FOR GRANTS

- All state grants must comply with [UCA Section 63G Chapter 6b](#).
 - Grants that are authorized in statute under this chapter are excluded, unless the statute provides that the grant is subject to these requirements.
- Annually, the Division of Administrative Services shall develop a department grant agreement template in coordination with the AAG and division staff. The department template shall be used to develop program-specific agreements.
- Program-specific grant agreement templates shall be reviewed at least annually prior to each application period and approved by the AAG and Finance Director. Any amendment to templates will require reapproval.

REQUIREMENTS FOR PROCUREMENT CONTRACTS

- All Department procurement must comply with [UCA Title 63G Chapter 6a](#).
- The Department must coordinate all purchases requiring a contract with the Department of Government Operations (DGO) Division of Purchasing.

APPROVALS AND SIGNATURES

- The grant agreement/contract must be complete (including all attachments and information with the expectation that the information will not be modified) in order to begin the review process.
- Prior to obtaining signatures, the final contract/agreement or template shall be approved by the following individuals:
 - Division Director
 - AAG
 - Finance Director
- If legal issues arise or modifications are made to the contract/agreement after approval, a new approval must be obtained.

- Each Division Director shall develop an internal process for obtaining contractor/grantee and division representative signatures.
- Administrative Services will process the required signatures by the Department, Division of Finance, and Division of Purchasing based on the contract/agreement type.
- The Commissioner has the authority to legally sign the contracts/agreements. The Commissioner may delegate in writing to allow others, including the Deputy Commissioners and Finance Director, to sign on behalf of them.
- At a minimum, the following individuals shall sign all contracts/agreements:
 - Finance Director or delegated Administrative Services Representative (for availability of funds)
 - Commissioner or delegated individual

CONTRACT/GRANT AGREEMENT RECORD RETENTION AND REPORTING OBLIGATIONS

- In order to comply with GRAMA and other reporting requirements, the Administrative Services Division shall maintain a complete signed copy of the contract/grant agreement/cooperative agreement as the official Department copy.
- A copy of all payment documents will be retained in the FINET/Vantage system.
- Division Directors are ultimately responsible to follow through on the terms and conditions of the contract/grant and monitor performance, including verification of reporting requirements, final reports, invoicing and payments. However, those duties may be delegated as the Division or Department determines best suits its needs.
- The Division executing the contract/agreement shall maintain documentation of deliverables and other monitoring activities (quarterly reports, copies of warrants, billings, etc.).

RENEWALS/EXPIRATIONS

- A designee from Administrative Services will notify Divisions at least two months in advance of expiring contract/grants and request disposition (renew, cancel, etc.).
- Generally, renewals or amendments to existing contracts/grants shall follow the same process as initial contracts/grants.

EXCEPTIONS

- IT acquisitions or maintenance contracts shall be processed in coordination with DTS and Administrative Services.
- The Division Director, with approval from the Commissioner, may establish an alternative process for specific contracts/grants or programs for good cause.
 - In either case, the AAG shall be notified that the Department is waiving internal AAG review.

DEPARTMENT OF AGRICULTURE AND FOOD 05.04 ADA AND CIVIL RIGHTS GRIEVANCE POLICY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: September 1, 2020
SUMMARY: THIS POLICY SETS FORTH THE GRIEVANCE PROCEDURE FOR ALLEGED VIOLATIONS OF THE AMERICANS WITH DISABILITIES ACT AND CIVIL RIGHTS GRIEVANCE PROCEDURES.	

REFERENCES

- [Utah Administrative Code Rule R51-4](#), ADA Complaint Procedure
- [UCA Section 4-2-103\(1\)\(s\)](#), Functions, powers, and duties of department--Fees for services--Marketing orders--Procedure-- Purchasing and auditing
- [UCA Section 26B-1-430, Coordinating Council for Persons with Disabilities](#)
- [UCA Section 34A-5-106, Discriminatory/Prohibited Employment Practices](#)
- [28 CFR Subpart F](#), Nondiscrimination on the Basis of Disability in State and Local Government Services, Compliance Procedures
- [28 CFR Part 35.170](#), Nondiscrimination on the Basis of Disability in State and Local Government Services, Compliance Procedures

PURPOSE

- The purpose of this policy is to provide for the prompt and equitable resolution of a complaint alleging any violation of the nondiscrimination provisions of [Title VI of the Civil Rights Act of 1964](#), [Title II of the Americans with Disabilities Act of 1990](#), [Section 504 of the Rehabilitation Act of 1973](#), or the [Age Discrimination Act of 1975](#), by an employee or customer of the Department.

COMPLAINTS/INVESTIGATIONS

- Any individual who believes they have been subject to discriminatory actions by the Department may file a complaint with the Department as set forth in Utah Administrative Code Section [R51-4-3](#).
- Investigation of the complaints shall be performed in accordance with Utah Administrative Code Section [R51-4-4](#) and a decision issued pursuant to the deadlines set forth in Utah Administrative Code Section [R51-4-5](#).
- If an employee wishes to file a complaint or receives a discrimination complaint from a customer of the Department they should refer to the applicable Department coordinator using the contact information listed below.

RECOMMENDATION/DECISION

- The Department will issue a decision, including, if applicable, recommendations for preventing future similar issues.
- The Department will notify the complainant of that decision and take the steps it finds reasonable to implement any recommendations suggested by the Department Coordinator.

Appeals

- All appeals shall be conducted as set forth in Utah Administrative Code Rule Section [R51-4-7](#).

Conflict of Laws

- This policy does not prohibit or limit the use of remedies available to individuals under the Utah Anti-Discrimination Complaint Procedures [Section 34A-5-107](#); the Federal ADA Complaint Procedures, [28 CFR Subpart F](#), beginning with [28 CFR Part 35.170](#), July 1, 1992 edition; or any other Utah State or Federal law that provides equal or greater protection for the rights of individuals with disabilities. Section [R51-4-8](#).

CONTACT INFORMATION (CURRENT AS OF AUGUST 2020)

Employee complaints contact (Employee ADA Coordinator):

Chris Kilpack, Human Resources Specialist

ckilpack@utah.gov

(385) 315-2834

Customer complaints contact (Customer ADA Coordinator):

Amber Brown, Deputy Commissioner

ambermbrown@utah.gov

801 982-2204

DEPARTMENT OF AGRICULTURE AND FOOD	
05.05 RULEMAKING	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: July 17, 2025
SUMMARY: PROCEDURES FOR DEVELOPING, AMENDING, AND REPEALING ADMINISTRATIVE RULES .	

REFERENCES

[UCA Section 63G-3-302](#), Public Hearings

[Utah Administrative Code Rule R15-4](#), Administrative Rulemaking Procedures

PURPOSE

- This policy establishes Department procedures for adopting, amending, or repealing administrative rules. It ensures the Department complies with the Administrative Rule-Making Act (UCA [Section 63G-3-302](#)) and its accompanying administrative rules (Utah Administrative Code Rule [R15-4](#)).

PROCEDURES

Origination

- Rules will originate at a Division level in coordination with the Department Administrative Rule Coordinator (Rules Coordinator), and will follow the format set up by the Office of Administrative Rules (OAR). Rules cannot exceed the intent or language of the law, and must state the legal authority to promulgate rules on the covered subject matter.

Preparation

- Divisions may draft new rules or rule changes, in consultation with the Department Rules Coordinator or other policy staff. All laws and rules now in use by the Department are available on the [OAR website](#). The rule coordinator will request the most current documents from OAR to make corrections, additions, etc.

Administrative Rules Hearings

- In compliance with [UCA Section 63G-3-302](#), and Department policy, agencies may hold hearings voluntarily on proposed rules before filing or during the comment period. The Utah Administrative Rulemaking Act only requires a hearing if ten persons, or an association with at least ten members, requests it in writing. If the Agency receives the request more than 15 days after publication of the proposed rule in the Bulletin, the hearing is not required, but the Department may waive this limit. A requested hearing must be held no less than seven days after, and within 30 days of receipt of, the request. **The hearing must be held before the rule becomes effective.**

- Voluntary hearings are publicized by notice on the rule analysis form in the Bulletin, and on the Utah Public Notice website. A mandatory hearing will be properly noticed on the Utah Public Notice website..
- The Division Director shall preside at all hearings of rules.
- The Division Director shall be responsible for the following:
 - Setting the date and arranging the location for the hearing.
 - Giving notice as provided herein.
 - Providing a recorder for minute-taking.
 - Preparing a final draft of rules for submission to OAR.
 - Notifying the ADA Coordinator three days prior to the hearing of individuals needing special accommodations (including auxiliary communicative aids and services) that might be needed to be in compliance with the Americans with Disabilities Act.

Final Adoption

- The Rules Coordinator will send final adoption to OAR.

DEPARTMENT OF AGRICULTURE AND FOOD 05.06 PRIVACY PROTECTIONS	
EFFECTIVE DATE: June 28, 2021	REVISION DATE: May 16, 2022
SUMMARY: THIS POLICY SETS FORTH THE DEPARTMENT’S POLICY REGARDING THE HANDLING OF PERSONAL INFORMATION RECEIVED BY THE DEPARTMENT.	

REFERENCES

[H.B. 243](#)

[Utah Code Title 67, Chapter 1](#)

[Utah Code, Title 67 Chapter 3](#)

[Utah Code, Title 63C, Chapter 23](#)

[Utah Code, Title 63G, Chapter 2, Government Records Access and Management Act](#)

[Utah Code, Title 52, Chapter 4, Open and Public Meetings Act](#)

DEFINITIONS

Controlled Record: A record containing data on individuals that is controlled as provided by Section [63G-2-304](#).

Personal Data: Any information related to an identified or identifiable individual.

Personal Data includes personally identifying information.

Personally Identifying Information (PII): Any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual.

Private Record: A record containing data on individuals that is private as provided by Section [63G-2-302](#).

Protected Record: A record that is classified protected as provided by Section [63G-2-305](#).

PURPOSE

- The purpose of this policy is to ensure compliance with the privacy protections codified by [H.B. 243](#), passed by the Utah Legislative during the 2021 General Legislative Session which amends [Utah Code Title 67, Chapter 1, Title 67, Chapter 3](#), and enacts additional sections in [Title 63C, Chapter 23](#).
- This policy shall be modified as guidance is received by the government operations privacy officer, state auditor, and Personal Privacy Oversight Commission established under [H.B. 243](#).

SCOPE

This policy applies to all Department employees and members of Department administered boards and commissions.

POLICY

- The Department follows all guidelines set forth under [OPMA](#), [GRAMA](#), and related federal and state laws regarding the use of personal data. All employees, boards and commissions under the Department receive training at least every two years on [OPMA](#), [GRAMA](#), and ethics. Additional training on privacy concerns, such as private records access, retention, and destruction is provided, upon request, by the Utah State Archives or the Attorney General's Office.
- Pursuant to the requirements of [GRAMA](#), private, controlled, and protected records are not public and the Department may not disclose them to any person except as allowed by statute, rule or Department policy.

Information Stored by the Department

- The Department, in the course of its business, may collect personal data or store documents that contain personal data.
- Storage of documents containing personal data shall be determined pursuant to the appropriate Utah Division of Archives or UDAF Retention Schedule.
- The Department shall classify each stored document as private, protected, or controlled under GRAMA.
- Credit card information collected by the Department shall not be stored following the completion of the credit card transaction. See Policy 1.11 for the Department credit card policy.
 - o The Department will work with the Division of Finance to set up third party entities used for processing credit cards to ensure Payment Card Industry standards are followed.
- Department employees shall not download information that is accessed through a database maintained by a third-party entity unless they are the administrator of the database or authorized to do so.
 - o Downloaded documents shall be stored in accordance with the retention schedule for the document.
 - o Downloaded documents will maintain their GRAMA classification when downloaded.
- Department employees shall only store hard copies of documents containing personal data when necessary, as set forth in Department retention schedules.
- Personal data related to potential Department employees such as resumes or interview notes, shall be sent to DHRM following the conclusion of the hiring process. Department employees shall not keep copies.

Storage and Access

- Hard copies of documents that contain personal data shall be stored in a locked drawer or cabinet.
- It is preferred that documents that contain personal data are stored digitally on a password protected device or website.
 - o Hard copies shall always be stored when required by an applicable retention schedule.

- Hard copies of documents containing personal data that are no longer needed shall be shredded.
- Electronic Storage
 - The Department's network drives or Google Drive are approved by the State as a secure place to store electronic documents containing personal data.
 - Access to drives shall be limited to those who need the information as part of their job duties.
 - The Department, through the Division of Administration, will review F drive and other network drives annually to ensure only appropriate employees have access to PII.
 - The owner or manager of documents that contain personal data stored in Google Drive shall also review access on an annual basis.
- Department employees shall not accept credit card information via text or email, per the requirements of the Department's Credit Card Payments Policy, 1.11.
- Personal data in email or text from a Department employee shall be redacted if the text or email is released pursuant to a GRAMA request or request from another governmental entity, unless otherwise required to be left intact by law.
- Department employees shall only have access to personal data as needed in performance of their job duties.
- The Department shall take steps to ensure that documents containing PII or other personal data are only viewed as needed by the appropriate party.

Department Use of Personal Data

- The Department may use email addresses, phone numbers, or addresses of department licensees or customers to disseminate information regarding Department programs or for other Department purposes.
- The Department shall not sell the personal data or any customer or licensee to a third party.
- Employees shall not take personal data of Department customers or licensees with them when they leave Department employment (See Existing Checklist, Appendix B.05).

DEPARTMENT OF AGRICULTURE AND FOOD 05.07 TRIBAL CONSULTATION POLICY	
EFFECTIVE DATE: November 8, 2022	REVISION DATE: November 8, 2022
SUMMARY: THE PURPOSE OF THIS POLICY IS FOR THE DEPARTMENT TO ESTABLISH A PROCESS FOR REGULAR AND MEANINGFUL CONSULTATION WITH INDIAN TRIBES TO COMPLY WITH THE PROVISIONS OF EXECUTIVE ORDER EO/2014/005, EXECUTIVE AGENCY CONSULTATION WITH FEDERALLY-RECOGNIZED INDIAN TRIBES	

REFERENCES

[Executive Order EO/2014/005](#)

[Title 9, Chapter 9, Utah Division of Indian Affairs Act](#)

DEFINITIONS

"Consultation" means the process by which the state and the tribes may have the opportunity to exchange views and information, in writing or in person, regarding implementation of proposed state action that has, or may have, substantial tribal implications, such as the following:

- tribal cultural practices, tribal lands, tribal resources, or access to traditional areas of tribal cultural or religious importance;
- the ability of an Indian Tribe to govern or provide services to its members;
- an Indian Tribe's formal relationship with the state; or,
- the consideration of the state's responsibilities to Indian Tribes.

"Department Official(s)" means an individual or individuals designated and authorized to represent the Department for the purpose of Implementation of the Department's agency's tribal policy.

"Indian Tribe" means any federally recognized Indian Tribe listed in the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. § 479a and located wholly or partially in Utah.

"State Action With Tribal Implications" refers to regulations, rulemaking, and other policy statements or actions that have substantial direct effect on one or more tribes, on the relationship between the state and a tribe, or on the distribution of power and responsibilities between the State and a tribe, or the status of a tribe as a sovereign or governmental entity.

"Tribal Official" means an elected or appointed tribal leader or individual designated by the tribe and authorized to represent the tribe in government-to-government consultations.

POLICY

In formulating or implementing state action with tribal implications, The Department shall be guided by the following fundamental principles:

- The state has a government-to-government relationship with the tribal governments as set forth in the Constitution of the United States, the Utah Constitution, treaties, statutes, and court decisions.
- The state has recognized the right of the tribes to self-government. The state desires to work with the tribes on a government-to-government basis.
- When the Department intends to implement a state action with tribal implications, consultation should occur as part of a meaningful and comprehensive process that promotes effective communication between the tribe and the Department. The Department should make every effort to ensure that consultation with the tribe is conducted as early as possible, is carried out in good faith, and that honesty and integrity are maintained by the Department at all stages of the consultation process.

CONSULTATION PROCESS

Consultation consists of four phases: Identification, Notification, Input, and Follow-up:

Identification Phase: When contemplating a state action, the Department will identify whether such action may have tribal implications per the guidelines of Executive Order EO/2014/005 and requires consultation.

Notification Phase: If the Department determines a state action may have tribal implications and requires consultation, the Agency will notify the Tribe(s) to request consultation.

- Consultation should occur early in the decision-making process to allow tribes the opportunity to provide meaningful input and give the Department the opportunity to consider input by the tribe(s). Department officials will determine the best time to begin consultation.
- Notification can occur in a number of ways depending on the nature of the proposed state action and the number of tribes potentially affected. For example, the Department may meet face-to-face with one or more tribes, may contact tribal governments by phone, through written correspondence, or provide notice through other accepted means.
- Notification includes sufficient information for tribal officials to make an informed decision about whether to participate in consultation and how to provide informed input.

Input Phase: The Department will consider input received from tribal officials regarding the proposed action as part of its decision-making process. The Department may need to undertake subsequent rounds of consultation if there are significant changes in the originally proposed activity, or as new issues arise.

Follow-up Phase: After the Department consults with tribal officials regarding a proposed state action with tribal implications, and considers input received during the consultation process as part of its decision-making process, the Department will follow-up with all tribal officials who participated in the consultation process.

TRIBAL CONSULTATION REPORTING

The Department will track information about consultation activities, including, but not limited to: the number of consultations conducted, the tribe(s) which were consulted, tribal officials and Department officials or personnel who participated in the consultations, and the results of consultation efforts.

MISCELLANEOUS

The Department will provide reasonable training opportunities for Department officials or employees authorized to implement any state action with tribal implications, per the requirements of Executive Order E0/005/2014.

Nothing in this policy is intended to prevent a tribe, the state, or the Department from taking action or adopting a policy that the entity believes is in its best interest.

This policy is not intended to unnecessarily delay action or policy adoption.

DEPARTMENT OF AGRICULTURE AND FOOD 06.01 BUILDING ACCESS & SECURITY	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: October 31, 2024
SUMMARY: PROCEDURES FOR ACCESSING AND USING TAYLORSVILLE STATE OFFICE BUILDING (TSOB)- SOUTH BUILDING AND ACCESS CARD SECURITY PROCEDURES	

Department employees are responsible for maintaining building safety and security. Department employees may reserve the TSOB South Building to conduct events or meetings as a Department or in collaboration with an agricultural organization. All users will be responsible for setting up and cleaning approved rooms, including common areas, conference rooms, and equipment. The common areas and conference rooms are reserved on a first-come, first-served basis.

USE OF TSOB SOUTH BUILDING FOR EVENTS OUTSIDE OF BUSINESS HOURS

- Events or meetings conducted outside of business hours, including weekends, must receive written approval at least 30 days before the event or meeting from the Commissioner's office to ensure availability. After receiving approval from the Commissioner's office, conference rooms must be reserved through a Department employee's Google calendar.
- A Department employee must use their assigned access card to enter the South building, remain during the event or meeting, and ensure the building is secure after the meeting and all individuals have left the building.
- A Department employee shall be near the front desk to check IDs, sign in and out non-UDAF employee attendees, and issue visitor passes.

TSOB SOUTH BUILDING ACCESS (EMPLOYEE ONLY)

- Employees must complete a TSOB Building access form as part of their new employee onboarding process and will receive an access card at that time.
- Employees must have a TSOB Photo ID in addition to their building access card. ([See employee new hire checklist.](#))
- Employees are encouraged to have their photo ID visible at all times, especially when using the building after normal office hours.
- Employees are granted access to the TSOB South building from 5:00 am to 6:00 pm, Monday - Friday.
 - The building will be locked from **6:00 P.M. until 8:00 A.M. (Mon-Fri.)** as well as on weekends and holidays.
- Employees needing access outside regular business hours will notify their supervisor.
 - If deemed necessary, the supervisor will complete an updated TSOB Building access form and submit it to DFCM.
- The TSOB building access form is available from each division's administrative assistant. Agriculture access is listed under Annex Second Floor on the TSOB building access form.

ACCESS CARD SECURITY

- All Department employees are responsible for maintaining building security. It is understood that an employee's access card is only to be used by the holder and that they will not make it available to anyone else.
- Employees shall not unlock the TSOB South building for another individual unless they know the individual has a legitimate need to enter. The employee will be responsible for the individual and their actions inside the building.
- Employees shall maintain a current TSOB access card per DFCM policy and will notify their supervisor if they need a TSOB access card. If an employee quits or is terminated, their access is revoked, and their access card must be given to their supervisor to deactivate the access for that employee. ([See employee exit checklist.](#))
- Authorized access card holders are not allowed to let anyone into the building after or before regular business hours unless the individual participates in an approved after-hour meeting or event.
- Building access card logs are maintained through a confidential electronic file and may be reviewed by the Commissioner's Office and DFCM. Directors may designate an access card coordinator to collaborate with DFCM and supervisors.
- Unauthorized duplications or loaning of access cards by Department employees is grounds for corrective action, including verbal or written warnings, suspension without pay, or termination. Lost access cards are to be reported immediately to the employee's supervisor and DFCM and shall be deactivated.

BUILDING SECURITY AND VISITORS

- All visitors must sign in and out at the reception desk. The receptionist will contact the Division to let them know they have a visitor.
- Employees shall notify their supervisor of any suspicious activity or security breaches.
- Employees shall report any safety hazards or maintenance issues to DFCM.
- The Department will work with DFCM and other relevant agencies, including the Highway Patrol, to ensure safety and security of all employees and visitors.

DEPARTMENT OF AGRICULTURE AND FOOD 06.02 CONFERENCE ROOM SCHEDULING	
EFFECTIVE DATE:	REVISION DATE:

September 1, 2020	October 31, 2024
SUMMARY: PROCEDURES FOR SCHEDULING AND PREPARING CONFERENCE ROOMS AND EQUIPMENT.	

Department employees may utilize conference rooms in the Taylorsville State Office Building (TSOB) South building, for Department meetings or events. Agricultural organizations and stakeholders, in collaboration with a Department employee, may reserve conference rooms for meetings or events to conduct applicable meetings per statute, training, or discuss information related to the Department.

TSOB SOUTH BUILDING CONFERENCE ROOM TERMS & CONDITIONS

- Conference rooms are reserved on a first-come, first-served basis and are booked through an employee's Google Calendar.
 - The event or meeting scheduler (usually the division admin assistant) will select the appropriate date by clicking on the requested date.
 - [How to schedule an event using Google Calendar](#)
 - While creating the event or meeting, the Google Calendar tab allows selecting a room in the TSOB South Building.
 - Available rooms will show a room#, TSOB_RM, Floor 2, for example, *2507 TSOB_RM, Floor 2*.
 - TSOB conference rooms are not available for weekend use.
- If a meeting or event is planned outside regular business hours, the Commissioner's Office approval is needed at least 30 days before the meeting. Meetings that have any portion of the time scheduled outside of regular business hours will require a Department employee to attend until the conclusion of the meeting. (See policy 06.03 for additional information.)
- Conference rooms are not stocked with standard office supplies. Meeting hosts should be prepared with necessary items such as handouts, pencils, etc. Department employees may be unable to make copies or provide supplies, services, etc. If copies are needed, machines are available for use. If an outside organization is using the building, the Department may charge a small fee for copies.
- All event or meeting hosts agree to the following by reserving a conference room through Google Calendar:
 - ☐ They will report any spills or damage in any conference room immediately to the Commissioner's Office.

- ☐ They assume responsibility for any damages to the conference room and AV equipment, which could cause the revocation of privileges or repair/replacement costs.
 - ☐ They will ensure that all trash is put in the provided receptacles.
 - ☐ They will ensure meeting handouts and materials will be removed from the room after the event.
 - ☐ They will ensure that food, beverages, and catering equipment will be removed from the room or area during the event or meeting.
 - ☐ They will ensure that decorative material will be removed from the room.
 - ☐ If an event or meeting is canceled, they will ensure that the created calendar item will be canceled asap to allow other employees access to the schedule for their event or meeting.
 - ☐ Commissioner meetings take precedence in the Executive Conference room, *2507 TSOB_RM, Floor 2*.
- Department employees will be respectful if two meetings are scheduled in the same conference room with the understanding that the reserved room in Google Calendar will take precedence.
 - In compliance with the Americans with Disabilities Act (ADA), individuals needing special accommodations (including auxiliary communicative aids and services) during a meeting should notify the ADA Coordinator at least three working days before the meeting. ([See Policy 5.06 for contact information.](#))
 - Smoking is prohibited in all enclosed indoor places of public access and publicly owned buildings and offices.
 - Department meetings will take precedence over other scheduled meetings and may displace other meetings.

TSOB LARGE CONFERENCE ROOM SCHEDULING-DFCM POLICY

- The Taylorsville State Office Building (TSOB) has three large conference rooms with audio-visual capabilities – Tuacahn, Big Cottonwood, and Bonneville – with various configured options for hosting large meetings.
- If a Department employee is interested in hosting a large meeting or event, they should consider taking advantage of TSOB conference spaces. State employees can book small and medium conference rooms in the TSOB through Google Calendar or the Robin scheduling system. DFCM must approve Tuacahn, Big Cottonwood, and Bonneville conference room reservations.
- TSOB conference rooms are reserved on a first-come, first-served basis. Department employees may book conference rooms six (6) months in advance. Large conference rooms are not available for weekend use.
- **Cancellations:** For the Tuacahn, Big Cottonwood, and Bonneville conference rooms, cancellations must be made at least one week before the event. For all

smaller conference rooms, if a meeting has no attendees by 15 minutes after the start, the reservation will be canceled to allow others to utilize the space.

- To book a large conference room, Department employees may fill out the form linked below. DFCM will contact them shortly to confirm and schedule the room.
 - **By filling out the form, Department employees agree to the following conditions:**
 - ☐ You will immediately report any spills or damage in any conference room to the Division of Facilities and Construction Management.
 - ☐ Entities holding events assume responsibility for any damages to the conference room and AV equipment, which could cause the revocation of privileges or repair/replacement costs.
 - ☐ You will ensure that all trash is put in the provided receptacles.
 - ☐ You will remove all meeting handouts and materials from the room when the event ends.
 - ☐ You will remove all food, beverages, and catering equipment from the room when the event ends.
 - ☐ You will remove all decorative material from the room when the event is over.

***Note: The TSOB Lobby area is not considered part of the Tuacahn conference room.**

[TSOB Room Scheduling Link](#)

DEPARTMENT OF AGRICULTURE AND FOOD 06.03 DEPARTMENT MEETINGS	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: October 31, 2024
SUMMARY: PROCEDURES TO FOLLOW WHEN PLANNING AND CONDUCTING MEETINGS OR GROUP GATHERINGS	

REFERENCES:

[10-04_00 Group Gatherings Division of Finance](#)

[Group Gathering Form FI 58](#)

[Finance.Utah.Gov State Catering List 2023](#)

PURPOSE

To provide clear guidelines to Department employees on proper meetings procedures.

DEPARTMENT MEETINGS AND DIVISION MEETINGS

- Director Meetings: Division Directors should meet with the Commissioner as needed to discuss departmental issues, recent developments, and other pertinent matters.
- Division Meetings: Each Division Director should establish a regular schedule for all-staff Division meetings and communicate the schedule to the Commissioner. Sections within each Division are encouraged to hold their own regular meetings. In person meetings are recommended at least quarterly.

GUIDELINES FOR MEALS

- With advance approval from a Division Director, meals may be provided for Department meetings if the meeting is held to consider official Department business.
- The following general guidelines may be used to determine if it is appropriate to provide meals for meetings that do not require an overnight stay or that do not last an entire day. Any deviations from these guidelines must be justified in writing with justification explaining why a meal is necessary, reasonable, and in the best interest of the state.
- Meals are not required for meetings and should not be provided for the sole reason of holding a meeting.
- To be entitled for dinner, the function must have structured group interaction or activities such as speakers, presentations, or awards during the meal.

- **MEALS PROVIDED**

- Meals may be provided for meetings starting by:
 - 8:00 AM Breakfast and/or AM Break
 - 9:00 AM AM Break

- 11:00 AM Lunch
 - 1:00 PM PM Break
- Meals may be provided for meetings ending after:
 - 11:00 AM Breakfast or AM Break
 - 1:00 PM Lunch
 - 4:00 PM PM Break
 - 7:00 PM Dinner
- **ORDERING PROCEDURES**
 - Meal cost may not exceed per diem rates unless approval is obtained from the Commissioner or designee or another exemption exists to the per diem requirement.
 - The meeting organizer must obtain a list of meeting attendees to ensure that per diem rates are not exceeded.
 - State Finance Policy [10-04.00-Group Gatherings](#) must be followed for any meeting in which meal costs exceed per diem rates or \$1,000. This requires proper approvals and submission of a [Group Gathering Form](#).
 - If possible, meals should be ordered from authorized state vendors or establishments that can invoice the Department in advance.
 - If applicable, the appropriate Division Director shall approve the invoice, indicating unit and proper coding, and submit the invoice to the Accounts Payable Clerk for processing.
 - If a P-card is used to make purchases, documentation shall be provided with monthly P-card logs. It is important that ORIGINAL (or scanned copy of the original) itemized invoices be provided for payment.

DEPARTMENT OF AGRICULTURE AND FOOD 07.01 TRAVEL	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: November 21, 2024
SUMMARY: DEPARTMENT TRAVEL POLICIES INCLUDING REQUESTING AND RECEIVING APPROVAL, BOOKING HOTELS AND TRANSPORTATION, REIMBURSEMENT ETC.	

REFERENCES

[State Fleet Website](#)
[State Travel Website](#)

[FIACCT 04-00](#) Purchasing- Procurement Payment Procedures
[FIACCT Section 10 Travel](#) Policies 10-01:10-17

[Utah Administrative Code Rule R27-3](#), Fleet Vehicle Use Standards
[Utah Administrative Code Rule R25-7](#), Travel Related Reimbursement for State Employees

POLICY DEFINITIONS

- “Concur” is software used by the state to manage travel, reimbursements, and p-card transactions.
- “Travel Request” is the term used in Concur to ask permission to travel for state business.
- “Expense Report” is the Travel Reimbursement term used in Concur.

GENERAL POLICIES

APPROVAL

- Employees must receive prior approval by an appropriate authority for all travel on state business, whether reimbursed by the state or not. Non-state employees must also obtain approval if the state is paying travel expenses.
- The appropriate division finance manager, the traveler’s supervisor, and the division director must approve the travel request before the employee travels.
- If traveling out of state, the employee must also obtain prior approval from the Commissioner or Designee. A detailed travel request, with justification and estimated expenses, must be submitted and approved in Concur prior to the employee incurring any travel costs.
- Division Directors shall obtain travel approval from the Deputy Commissioner.
- The Deputy Commissioner shall obtain travel approval from the Commissioner.
- The Commissioner shall obtain travel approval from the Governor’s Chief of Staff.
- **Out of state pre approval must be requested and documented in Concur.**

- Travel that is in the normal course of an employee's duties is exempt from this policy provided that all other requirements of Department policy and state laws are met.
- Any exceptions to this policy must be approved in writing by the Commissioner or designee and attached to the travel request and/or travel reimbursement within Concur.

Travel Agency

- The State has contracted with an outside travel agency to provide travel services including but not limited to airline, rental car, hotel, rail and bus services.
- All travelers, state and non-state employees, are required to use this agency.
- Concur includes direct links to booking through the travel agency. Contact information and links to the Airportal and travel requests may all be found on the [state travel website](#).

Travel Upgrades and Changes

- Without a specific exception from the Commissioner or designee, employees may not be reimbursed for upgrades to any travel accommodations.
- Changes to travel arrangements made via the outside travel agency should be kept to a minimum to avoid unnecessary service charges.

Travel Via Neighboring States

- When traveling through a neighboring state where the route is the nearest or most practicable to reach a destination in Utah, the underlying travel is authorized as in-state travel provided that a copy of the current Out of State Vehicle Use Form (Appendix A.03) required under Policy 8.04 is kept in the vehicle.

Personal Time

- If an employee is including personal time when traveling, the personal portion must be reimbursed or remitted within 30 days of the completion of the trip.
- Airfare is calculated by pricing what the fare would be if traveling for business only. Then the price with the personal portion is added. If the amount is higher with the personal portion, the traveler must reimburse the department for the difference.
- A copy of the cost estimator in Concur or the itinerary from the State Travel Office as it would have been for business only, including the airfare, must be attached to the reimbursement request. This will be used to determine the allowable reimbursement rates for parking meals, taxi/shuttle and to determine if the traveler owes money to the Department for part of the airfare.

Travel Advances

- Travel advances are available for up to 90 percent of anticipated meals and incidentals. Up to 90 percent of anticipated lodging may be advanced if the

traveler travels fewer than three times per year and does not have a purchasing card. Advances are not available for car rentals.

- Each traveler may have only one advance outstanding at any time.
- Advanced travel reimbursements should be submitted in Concur within 30 days after the anticipated completion of travel on the travel advance documentation.
- The traveler shall submit a Travel Request and an Advance Request in Concur. After the requests have been approved, the advance will be directly deposited in the bank account registered by the traveler on their Concur personal profile. The advance amount will be automatically credited against actual expenses incurred. Any excess advance must be reimbursed or remitted within 30 days of completion of the trip..

Meals

- Meal per diem rates can be found on the [US General Service Administration \(GSA\) website](#). These rates include tax, tips, etc. associated with the meals.
- The meal allowance the traveler is entitled to follows federal GSA rates for the nearest city.
- Meal per diem rates are pro-rated at 75% on the first and last day of travel.
- For non-overnight trips, the traveler may be authorized to receive a taxable meal allowance when they travel at least 100 miles one way from their home base and they do not stay overnight.
- Complimentary meals of a conference, association, and meals included in a registration cost are deducted from the daily meal allowance. Complimentary meals shall be marked as such in Concur when requesting reimbursement.

Lodging

- In-state travelers are only eligible for lodging if the destination is 75 miles or more from their personal residence . Exceptions shall be documented in writing by the Commissioner or designee prior to the trip if there's an unusual circumstance.
- Conference Hotels (a hotel that offers a special rate negotiated by the conference) may be booked by the traveler. Conference hotel documentation must be attached in Concur with the travel reimbursement request.
- In-state lodging per diem limits are available on the [US General Service Administration \(GSA\) website](#) according to the nearest city. Travelers may secure their own in-state lodging reservations as long as the rate is within the per diem limits. If the rate exceeds the per diem limit, the hotel must be booked by State Travel.
- Out-of-state non-conference hotels must be booked by State Travel.
- If the traveler has other lodging arrangements the traveler will be reimbursed \$25.00 per night with no receipts required, or the actual cost up to \$40.00 plus tax per night with a receipt from a facility such as a campground or trailer park.

Incidentals

- Original itemized receipts for each incidental item of \$20 or more is required in the traveler's documentation for reimbursement
- Gratuities/Tips for various services such as assistance with baggage, maid service and bellman may be reimbursed up to a maximum of \$5 per day.
- Gratuities/Tips for ground transportation will be reimbursed up to the greater of \$5 or 20% for each ride. This must be shown on an original receipt.
- Airport parking is limited to the economy parking rate at the airport the traveler is flying out of.
- A standard "incidental" per diem, based on GSA rates, will be reimbursed without receipts to travelers.

Transportation

- All air travel must be booked through the State Travel Office or via the link in Concur.
- If an employee wishes to drive a personal vehicle out-of-state rather than flying, a [driving vs. flying comparison](#) must be obtained from the State Travel Office. The Department shall consider the overall cost of driving, including per diem, lodging, and wages before approving a request.
- Use of a private vehicle must be approved before travel. Reimbursement rates are based on the state GSA mileage rate.
- If a trip is estimated to average 100 miles or more per day, the traveler should [rent a daily pool fleet vehicle or a rental vehicle](#) if one is reasonably available.
- The Commissioner or designee shall not drive state fleet vehicles out of state without written approval.
- The Commissioner or designee must approve use of a rental vehicle in writing in advance, with documentation attached to the travel request in Concur.
- Travelers must not accept the fuel purchase option. If accepted, the traveler will not be reimbursed. The traveler must pay for the fuel on their own and submit detailed receipts for reimbursement.

Registration Fees

- Registration fees can be reimbursed only with prior approval from the Division Director and must be supported by a proper receipt and agenda.
- Registration fees can be paid via state check, personal credit card, or a P-card.
- Registration fees exceeding \$5,000, unless sponsored by a government agency or professional association, will require quotes or the completion of the [Award of Contract without Engaging in a Standard Procurement Process request form](#).

Travel as part of an Employee's Job Duties

- All in-State travel for UDAF purposes outside of a 50-mile radius from the office of the employee that is outside of the normal course of an employee's duties (as determined by the Division Director) must be requested in writing and receive approval in advance. This control ensures employee accountability for time and expenditures during in-State travel and supervisory oversight of potential overnight stays.
- Division Directors whose employees (such as inspectors) routinely travel as a part of their duties for the Department may add additional Division specific requirements regarding authorizations and permissions, provided they do not conflict with the Department's travel-related policies.
- Employees that travel regularly as part of their official state duties should review and follow the policies in Section 8 of this manual related to travel and vehicle use.

Reimbursement Procedure

- Requests for reimbursement shall be completed, approved, and entered in FINET or Concur within 30 days from the date of return of the trip. The Commissioner or designee must approve an exception to the 30 day limit.
- The Department will collect any overpayment on a reimbursement from the traveler within 30 days of discovery.
- Travelers on the State Payroll system should submit travel reimbursement through Concur. If a traveler is not on the State Payroll system, then they should use the applicable Travel Reimbursement forms.
- Documentation should be attached to the completed Travel Reimbursement Request in Concur. Documentation may include:
 - Hotel Bill
 - Agenda/Schedule of Events
 - Registration Receipt
 - Registration Materials if staying at a conference hotel
 - State Travel Itinerary
 - Parking Receipt
 - Ground Transportation Receipt
- If reimbursed by a third party, the maximum that the traveler may be reimbursed for meals is the federal meal and incidental per diem rate (M&IE). Travel expenses may be treated in one of the following ways:
 - The traveler may obtain a regular travel reimbursement. The Department would deposit the third party reimbursement as a refund of expenditures.
 - The traveler may retain the amount reimbursed by the third party up to the amount allowed by state travel policy (including meals). The traveler would not submit a state reimbursement. If the amount reimbursed by the third party exceeds the amount allowed by state travel policy, the difference should be returned to the third party. If retained, the difference must be included as taxable income on the W-2 of the traveler.
 - Regardless of the method used, the traveler must submit a copy of the reimbursement check, itinerary, all receipts, and any reimbursement form

required by the third party. The Department will then attach this documentation to the travel request and/or travel reimbursement report in Concur.

Exceptions to State Travel Policies - Mileage Rate Reimbursement

- The Department has an approved Mileage Rate Exception from the State Division of Finance for an employee required to drive a high profile personal vehicle to perform their work assignments that do not have access to a state fleet vehicle. Employees who qualify may be reimbursed at the [IRS standard federal mileage reimbursement rate for business use](#) if approved by the Commissioner or designee.
- Approval shall be documented in writing either by job title or by individual employee as determined by the specific circumstance. Documentation of miles shall comply with FIACCT 10-6: Reimbursement Requests.
- Concur only has the ability to reimburse at the state approved GSA rate. All reimbursement requests approved at the higher rate must be submitted using the State Division of Finance FI-40 reimbursement form.

DEPARTMENT OF AGRICULTURE 08.01 REQUIREMENTS FOR OPERATION OF A STATE VEHICLE	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 10, 2025
SUMMARY: REQUIREMENTS FOR EMPLOYEES DRIVING STATE VEHICLES AND AUTHORIZED VEHICLE USE	

REFERENCES

[Utah Administrative Code Rule R27-3, Vehicle Use Standards](#)
[Utah Code Chapter 53-3, Driver Licensing Act](#)

DEFINITIONS

- **“Driver Safety Committee,” “DSC”, or “Committee”** is a Department committee that meets quarterly to review accidents in State Vehicles, Major Threshold Violations, and to recommend appropriate disciplinary action, if any. The committee includes representatives from the Divisions, the Department’s Risk Manager, and a representative from The Department of Human Resources Management (DHRM), and must have a minimum of three voting members at each meeting.
- **“State Vehicle”** is any motor vehicle owned, operated, or in possession of the Department, including but not limited to State Fleet vehicles and rentals.
- **“Mitigating Factors”** are factors of a driving violation that positively affect the Committee’s evaluation of an employee’s driving performance. These factors are likely to be rare but may include circumstances that explain the employee’s driving behavior, such as a possible concern with the data collected by the Geotab system, the requirements of a particular employee’s job or program, and any Division policies that may allow behavior outside of what is typically expected. The Committee will make a reasonable attempt to verify the validity of any mitigating factors presented.

DRIVER REQUIREMENTS

- The Department Fleet Coordinator, as designated by the Commissioner, shall act as the liaison between the Division of Fleet Operations and the Department.
- Before operating any State-owned motor vehicle, an employee shall:
 - o Complete the State Defensive Driver Training Course (and recertify every two years); and

- o Work with their Division Fleet Coordinator to complete the documentation required under Section R27-3-3. Department employees may only operate a State vehicle with a valid driver's license.
- o If an employee is a Utah resident and has a driver's license from a state other than Utah, they must obtain a Utah driver's license within 6 months of employment.
- o The Department shall suspend the employee's authorization to operate a State vehicle if notified by the employee or the Division of Fleet Operations that their license is no longer valid.
 - An employee shall self-report any changes to their license status to the Department Fleet Coordinator or their supervisor within 24 hours.
 - Per Section R27-3-3, the Division of Fleet operations runs reports in the Utah database to ensure that a license is valid and active and shall notify the Department within three days.
 - An employee may not drive a State vehicle until the employee's driver license and Operator ID are once again valid.
 - If an employee lives out of the State and is not able to obtain a Utah driver's license, they should work with the Department Fleet Coordinator for alternative procedures to validate a drivers license.

AUTHORIZED, UNAUTHORIZED, AND PERSONAL USE OF STATE VEHICLES

- An employee shall only use a State vehicle for official State business.
- Drivers shall operate a State vehicle in accordance with the restrictions or limitations imposed on their driver's license.
- Employees who regularly travel through an adjoining state using a State vehicle to perform their official State duties are also authorized to do so; however, an Out of State Vehicle Use Form should be signed with a copy maintained by their Division (See Appendix A.03)
- Using a state vehicle outside of Utah for any reason other than to perform the employee's regular job duties is unauthorized unless the employee obtains written approval from the Commissioner.
- Unauthorized use, per Section R27-3-4, may include the following examples:
 - o Transporting family, friends, pets, associates or other persons who are not state employees or are not serving the interest of the state.
 - o Driving under the influence of alcohol or drugs as defined by state law.
 - o Operating a vehicle for personal use except for the purposes set forth in Section R27-3-5.
- Employees may not transport industrial hemp, cannabis, or alcoholic beverages unless explicitly authorized by their job duties and training, pursuant to Policy 8.04.
- Employees may not use state vehicles for personal reasons while transporting industrial hemp, cannabis, or alcoholic beverages.
- The unauthorized use of a state vehicle may result in the suspension or revocation of state driving privileges.

- The Department will not consider a prospective employee whose job responsibilities include driving a state vehicle if they do not meet the driver requirements listed in this policy.

DRIVER SAFETY COMMITTEE (DSC)

- To increase the safe operations of state vehicles, the Department has established a Driver Safety Committee.
- Per Section R27-7-4, the DSC shall meet regularly.
- Information that may be reviewed by the Driver Safety Committee includes, but is not limited to:
 - Driver's license information provided to the UDAF Risk Manager;
 - Telematics data collected by the Geotab program;
 - Vehicle logs; and
 - Reports of accidents and damage to State vehicles.
- At their discretion, the Driver Safety Committee shall review major threshold violations as outlined in Subsection R27-7-5(3).
 - After the Committee identifies an employee who has committed a major threshold violation, the Committee Chair shall communicate the violation to the appropriate Division Director, Deputy Director, and the Commissioner.
 - The employee's driving privileges will be suspended as soon as possible after the completion of the Committee's review (as outlined below and in Section R27-7-5).
 - The Committee may determine disciplinary actions consistent with R27-7-5 and may consider aggravating or mitigating factors as defined by Rule R27-7, Safety and Loss Prevention of State Vehicles and this policy.
- The Department may take disciplinary action against employees for inappropriate use of a state vehicle, even if the Driver Safety Committee does not take action. Serious violations may result in corrective action, suspension, or termination of employment.
- Per Utah Administrative Code Section 27-7-2, an employee may appeal an agency determination to the DSC as listed in Policy 8.01 within 30 days of the Department decisions.

DRIVER SAFETY COMMITTEE PROCEDURES:

- The Driver Safety Committee shall meet monthly when there are major threshold violations or violations that may be considered major threshold violations to review.
- Upon request, Division Directors shall provide members of the DSC a copy of all paper log sheets or give them access to any electronic log sheets.

- Using the forms provided by the Division of Fleet Operations, the DSC shall report all Major Threshold violations reviewed and the actions taken s in accordance with Utah Administrative Code Rule [R27-7](#). The DSC shall notify the employing division of the required action to be taken after the review has been completed.
- The employing Division shall begin the required action within two weeks of notification from the DSC. The employing Division will provide an employee representative to participate on the DSC for all cases involving an employee of that Division.

DEPARTMENT OF AGRICULTURE 08.02 APPROPRIATE VEHICLE USE, CARE, AND MAINTENANCE	
EFFECTIVE DATE: September 1, 2020	REVISION DATE:REQUI April 10, 2025
SUMMARY: TO PROVIDE GUIDELINES FOR DEPARTMENT STAFF REGARDING THE USE OF BOTH STATE AND PERSONAL VEHICLES FOR STATE BUSINESS. THIS POLICY ALSO ESTABLISHES STANDARDS FOR THE DRIVER SAFETY COMMITTEE AS REQUIRED BY UTAH ADMINISTRATIVE CODE SECTION R27-7-5.	

REFERENCES

Utah Administrative Code: Government Operations: Fleet Operations:

- [Rule R27-8](#), State Vehicle Maintenance Program
- [Rule R27-3](#), Vehicle Use Standards
- [Rule R27-7](#), Safety and Loss Prevention of State Vehicles
- [Rule R25-7](#) Travel Related Reimbursements for State Travelers (Division of Finance)

[Utah Division of Finance Policy 10-6, Reimbursement Requests](#)

[Utah Division of Finance Policy 10-9](#), Use of Personal Vehicles for State Business

[Utah Division of Finance Policy 10-10, Rental Vehicles](#)

SCOPE:

- This policy applies to any Department employee that meets the requirements listed in Policy 8.01.
- Any employee who does not comply with this policy shall be subject to disciplinary action, up to and including termination of employment.
- References in this policy to the Commissioner shall mean the Commissioner or their designee.
- References in this policy to Division Director shall mean a Division Director or their designee.

EMPLOYEE VEHICLE USE

- Regardless of the type of vehicle used, employees must follow all traffic laws.
- Because the Department leases vehicles from the State fleet for employee use, employees shall prioritize using a state fleet vehicle for Department business.
- A supervisor may approve an employee to use a personal vehicle if a fleet vehicle is not available.
- The Department may not obligate an employee to use personal vehicles for work assignments.
- Employees shall communicate any concerns or issues regarding vehicle use to complete their duties, responsibilities, or assignments.

- Consistent with Risk Management guidelines, employees who choose to use personal vehicles for work assignments assume liability for the vehicle and are not insured by the Department or the State unless the use has been approved in advance.
- Employees should coordinate with other travelers to reduce the amount of vehicles going to the same destination.
- Employees shall refer to Division of Finance policy 10-9, Use of Personal Vehicles for State Business for requirements regarding:
 - Approvals of personal vehicles;
 - Choosing to drive instead of taking a flight for business travel;
 - Driving through neighboring states;
 - Reimbursement for mileage;
 - Damage to a personal vehicle; and
 - Documentation.
- If a fleet vehicle is not available and an employee chooses not to use a private vehicle, a supervisor may authorize a rental vehicle.
 - For out of state travel, rental vehicles also require the written approval of the Commissioner or designee.
 - Written rental approvals must include the minimum size automobile necessary for the specific assignment and anticipated mileage.
 - Employees shall follow Division of Finance policy 10-10, Rental Vehicles.
 - The Department will not pay for taxes, insurance, or additional fees or upgrades, beyond the daily rental rate.
 - Department employees are required to fill the rental vehicle with fuel before returning it, and submit itemized rental documentation and gas receipts through Concur for reimbursement. See Division of Finance policy 10-6, Reimbursement Requests.
- Personal vehicle mileage reimbursement documentation and rental vehicle paperwork, including documented mileage and fuel reimbursement receipts, shall be submitted in Concur no later than the end of the pay period when the vehicle was used. See Policy 07.01 for additional travel reimbursement procedures.
- **Consistent with State rules, overnight home storage of fleet or rental vehicles is not permitted.** See Policy 08.03 for potential exceptions to this rule.

VEHICLE PREVENTIVE MAINTENANCE AND DAMAGE

- Each vehicle's assigned driver will ensure that oil and oil filter changes are performed according to factory specifications on all assigned vehicles and that other preventive maintenance functions are performed according to the service schedule included in the owner's manual or the Preventative Maintenance schedule provided by Fleet Management.
- Each vehicle's assigned driver is responsible for making sure that each vehicle receives an annual emissions inspection where required.
 - Emissions inspections must be completed within the 90-day period before the expiration date on the registration. Drivers should note any

maintenance problems and inform State Fleet Management as soon as possible.

- If a vehicle is damaged due to abuse, the appropriate Division will be charged for the amount of the repairs.
- If an employee neglects a vehicle, including not informing their immediate supervisor of possible damage due to a maintenance problem, that Division will be charged for the cost of repairs

VEHICLE IDENTIFICATION MARKING

- Vehicle identification and marking shall be consistent with Fleet Management rules and regulations.
 - See Utah Administrative Code Rule [R27-8](#). State Vehicle Maintenance Program.

Vehicle Utilization and Monitoring

To ensure the proper and authorized use of state vehicles, the following procedures will be implemented for monitoring vehicle usage:

Vehicle Log Sheets/Telematics Data:

- All employees are expected to ensure accurate and complete vehicle usage information is recorded through a telematics system or log sheets.
- An employee assigned to a state-owned vehicle equipped with a telematics system is not required to complete a log sheet. The telematics system automatically records vehicle usage information and is available for monthly review.
- If an employee is not assigned to a vehicle, and that vehicle has a telematics system, the employee shall complete a log sheet each time they use the vehicle.
- An employee shall complete a log sheet each time they operate a state vehicle without a telematics system, regardless if it is assigned to the employee.
- If an employee completes a log sheet indicating that they are driving a vehicle during a particular time they are presumed to be the individual in control of the vehicle in the case that any issues arise. Conversely, if the assigned driver fails to ensure that a log is completed, that individual is presumed to be in control of the vehicle in the case that any issues arise.
- Authorized drivers driving a department vehicle with a log sheet are responsible for accurately recording the following usage information for each trip :
 - date
 - starting location
 - destination
 - starting and ending mileage, miles traveled
 - purpose of trip
 - driver's/employee's name

Vehicle Usage Review and Monitoring:

Managers or Division Directors shall conduct a monthly review of vehicle usage information for each vehicle assigned to their direct reports.

- This monthly review includes:
 - verifying that all required log sheets are fully completed with accurate information,
 - confirming that all vehicle usage aligns with authorized purposes and the employee's official job duties, and
 - identifying and documenting any discrepancies in mileage, travel times, or destinations.
- Managers or Division Directors shall initial or sign and date the log sheet, a self-certified memo, or an equivalent document to indicate their review of the log sheet accuracy, authorized use confirmation, and discrepancy documentation.
- Each division shall maintain vehicle usage information and review documentation, which may be on the same log sheet, for a minimum of three years, and have it accessible to the internal auditor upon request.

REPORTING ACCIDENTS AND VIOLATIONS

- Department employees are required to report any accidents or moving violations to their supervisor immediately, whether they occur in a state vehicle or in their personal vehicle being used for state business.
- For vehicle accidents, employees shall also submit an accident report to the Division of Risk Management via their online portal at: <https://utah-risk.force.com/intakeportal/s/> The employee will need the FO # of the vehicle and the VIN to submit the report.
- Per Utah Administrative Code Section 27-7-2, an employee may appeal an agency determination to the Driver Safety Committee as listed in Policy 8.01 within 30 days of the Department decisions.

DEPARTMENT OF AGRICULTURE AND FOOD 08.03 COMMUTE USE POLICY AND PROCEDURE	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: April 10, 2025
SUMMARY: THE PURPOSE OF THIS POLICY IS TO ESTABLISH CRITERIA BY WHICH AUTHORITY TO COMMUTE IN A STATE VEHICLE MAY BE AUTHORIZED. THE INTENT OF REQUIRING CERTAIN STATE EMPLOYEES TO COMMUTE IS TO CREATE A BENEFIT TO THE STATE WHICH IS CLEARLY OF GREATER VALUE TO THE STATE THAN THE ASSOCIATED COST OF THE COMMUTE. COMMUTE AUTHORITY MAY NOT BE USED AS A MEANS OF PROVIDING A COMPENSATED BENEFIT TO DEPARTMENT EMPLOYEES.	

REFERENCES

[UCA Subsection 41-10-1](#), State Tax Commission Designated Vehicle Department
[Utah Administrative Code Rule R27-3](#) Vehicle Use Standards
[Utah Administrative Code Rule R477-11](#), Discipline
[IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits](#)
[State Finance Policy 23-1: Personal use of employer-provider vehicles](#)

POLICY DEFINITIONS

- “Commute use” means using a state vehicle to travel between an employee’s home and their regular work location more often than **five times per month**. Commute includes travel to any work site closer to an employee’s home than their primary work location. The IRS considers this a taxable fringe benefit unless an employee meets the IRS exempt requirements for take home vehicle use.
- “Employee” means any person who is paid on the State payroll system or is acting as an agent of the State in a volunteer position.
- “State Vehicle” is any motor vehicle owned, operated, or in possession of the Department, including but not limited to State Fleet vehicles and rentals.
- “Personal use” means using a state vehicle for any other purpose than official state business, and may include commuting between home and work (unless authorized), running personal errands, transporting family and friends, or using a state vehicle for recreational activities outside of normal job duties or requirements and any unauthorized use as defined in R27-3-4
- “Qualified nonpersonal use vehicle” means any vehicle an employee isn’t likely to use more than minimally for personal purposes because of its design. See [IRS Publication 15-B](#) for a list of qualified non-personal use vehicles and are not considered a taxable fringe benefit.

POLICY AND GUIDELINES

- Employees shall obtain explicit authorization to use a state vehicle for personal or commute use.
- An employee may request approval to use a state vehicle for commute use under certain conditions described in [Administrative Code R27-3-7](#) and this policy.
- Commute and personal use of vehicles are considered a taxable fringe benefit and must be reported as taxable income unless conditions are met for qualified nonpersonal use vehicles according to [IRS Publication 15-B](#).
- Commute or take home use authority may not be used as a means of providing compensation or non-taxable fringe benefits to Department employees, including employees in the Executive Office.
- The Director of the Administrative Services Division shall serve as the designee for the Commissioner to approve commute use and fringe benefit exemptions for any Department employees.
- Any employee, including Division Directors and members of the Executive Office may not approve their own request for commute use.

EXEMPTION FROM IRS-IMPUTED DAILY FRINGE BENEFITS

- An employee's commute use of a state vehicle is considered a taxable fringe benefit unless conditions exist that meet the criteria in [IRS Publication 15-B](#) for Qualified nonpersonal use vehicles.
- Justification for the exemption based on [IRS Publication 15-B](#) must be submitted with the commute use approval request.
- The Department shall keep a list of all employees and vehicles approved for an exemption, including details justifying the exemption.

CRITERIA FOR COMMUTE USE APPROVAL

- The Department may approve commute use when one or more of the following conditions exist:
 - o Virtual Office - The employee is required to work out of a vehicle a minimum of 80% of the time and the assigned vehicle is required to perform the critical duties assigned to the employee.
 - o Practicality - It is more practical for the employee to go directly to an alternate work site rather than report to a specific office to pick up a state vehicle.

COMMUTE USE APPROVAL PROCEDURES

- First, an employee shall request commute use approval from their Division Director and provide specific justification as to how they meet the criteria listed in this policy.
- Once approved by the Division Director, the division shall submit a written request for the employee to the Department's Fleet Coordinator requesting commute use approval with justification of meeting one or more of the conditions.

- The Administrative Services Division Director will then review and provide final approval on all requests from the Fleet Coordinator to ensure compliance with this policy.
- After the Administrative Services Division Director approves, the Department's Fleet Coordinator shall submit the approved request to the State's Division of Fleet Operations.
 - The Administrative Services Division shall maintain a file with all commute use approvals, including the justification for approval and any other pertinent details needed to explain the Department's position in case of an IRS audit.
 - Annually by December 31st of each year, the Department Fleet Coordinator and the Director of Administrative Services Division shall verify the listing of the Division of Fleet Operations is accurate for approved commute use employees and shall document evidence of the verification.

PENALTY FOR UNAUTHORIZED COMMUTE

- If an employee must violate the commute policy due to an emergency or extenuating circumstance, they should contact their Division Director or Executive Office to obtain approval for the commute use. The approval and reasoning must be documented.
- The Division of Administrative Services shall also be apprised of the decision to ensure that any additional reporting requirements are met.
- An employee found in violation of the commute and take home use policy will be subject to discipline under Utah Administrative Code Section [R477-11-1](#), up to and including termination of employment.

DOCUMENTATION FOR COMMUTES LESS THAN FIVE TIMES PER MONTH

- The Department considers an employee who commutes less than five times a month to have a de minimis benefit as defined in IRS publication 15-B, Employers Tax Guide to Fringe Benefits.
- Each Division shall obtain authorization from the Commissioner in advance and document these authorizations accordingly.

VEHICLE STORAGE

- When not in use, employees authorized for commute use of a state vehicle must store the vehicle in a secure location, such as a garage or carport, and properly lock the vehicle.
- In accordance with R27-7-5, improper care of the vehicle may result in a preventable accident classification if the vehicle is damaged while in the employee's possession.

DEPARTMENT OF AGRICULTURE 08.04 TRANSPORTATION OF CANNABIS OR ALCOHOL	
EFFECTIVE DATE: September 1, 2020	REVISION DATE: September 1, 2020
SUMMARY: THE PURPOSE OF THIS POLICY IS TO SET FORTH THE POLICIES AND PROCEDURES FOR THE TRANSPORTATION OF ALCOHOL AND CANNABIS IN A STATE VEHICLE	

POLICY

No operator of a state vehicle shall transport alcohol or illegal drugs of any type in a state vehicle unless they are:

- Transporting samples of industrial hemp material to the Chemistry Laboratory for testing;
- Transporting samples of cannabis or cannabis products to the Analytical Laboratory or a licensed 3rd-Party Laboratory for testing;
- Transporting industrial hemp material, cannabis, or cannabis products for destruction or approved educational events; or
- Transporting samples of alcoholic beverages or products for testing by the State lab.

PROCEDURE

- Only employees who have been trained by the cannabis program or in coordination with the Utah Department of Alcoholic Beverage Control (DABC) as program specialists, inspectors, lab technicians, and sampling agents may occupy a transporting vehicle while carrying industrial hemp, cannabis, cannabis products or alcoholic beverages or products.
- The employee shall carry a Transportation Manifest generated through MJ Freeway when transporting cannabis or cannabis products.
- During transportation, the employee shall ensure the cannabis or alcoholic products are shielded from the public view, secured, and temperature controlled, if perishable.
- The employee shall contact the Cannabis Program Manager within 12 hours if a vehicle transporting cannabis is involved in an accident that involves product loss. All accidents shall also be reported as required in Section 8.05 of this manual.
- The employee shall deliver the industrial hemp material, cannabis, cannabis or alcoholic product to the Chemistry Laboratory, licensed 3rd-Party Laboratory or the destruction location as soon as reasonably possible.
- The employee should take the necessary steps to ensure that samples are not left unattended in the vehicle for short periods of time (such as while refilling the

gasoline tank or other necessary shortstops), otherwise, the samples must be secured and out of view and the vehicle locked.

- The employee must remove industrial hemp, cannabis, cannabis product, or from the vehicle prior to leaving the vehicle for the evening or an extended period of time.
- After collection of the cannabis, cannabis product, or industrial hemp material, the employee should brush or shake clothing and clean equipment prior to returning to the vehicle in order to avoid bringing industrial hemp, cannabis, or cannabis product residue into the vehicle. If any such material is not contained during transport and there is a concern regarding contamination of the vehicle by the material, the employee shall coordinate with a supervisor to have the vehicle professionally cleaned or otherwise take steps to ensure that the contamination is contained.
 - If alcoholic products are spilled in the vehicle there is a concern regarding contamination of the vehicle by the material, the employee shall coordinate with a supervisor to have the vehicle professionally cleaned or otherwise take steps to ensure that the contamination is contained.

DEPARTMENT OF AGRICULTURE 08.05 UNMANNED AIRCRAFT SYSTEM (UAS)	
EFFECTIVE DATE: February 18, 2021	REVISION DATE: February 18, 2021
SUMMARY: THE PURPOSE OF THIS POLICY IS TO SET FORTH THE POLICIES AND PROCEDURES FOR THE USE OF UAS (DRONES) BY DEPARTMENT EMPLOYEES.	

REFERENCES

[14 CFR Part 107](#), Small Unmanned Aircraft Systems

[UCA Title 72, Chapter 10, Part 7](#), Unmanned Aircraft--Drones

[UCA Title 63A, Chapter 17](#), Utah State Personnel Management Act

[UCA Title 63G, Chapter 2](#), Government Records Access and Management Act

To minimize risks associated with the Department's use of drones, the following policy shall be followed when employees are using drones owned by the Department.

The Federal Aviation Administration (FAA) has control of all airspace from the ground up. To protect citizens and property it has established rules governing the use of drones in commercial, hobby, and public activities. The activities drive which regulations apply to using drones. The activities that the Department will use drones for align with the "commercial" types governed by the FAA's rules under 14 CFR Part 107. It is the policy of the Department that it will comply with [14 CFR Part 107](#) when using drones in its day to day work. In addition, any drone use by department employees shall comply with [Utah Code Title 72, Chapter 10, Part 7, Unmanned Aircraft—Drones](#).

DEFINITIONS

*Terms not included in this policy may be referenced in related documents.

AGL (Above Ground Level)

In aviation, AGL refers to the height or altitude of the drone as compared to the ground surface. If a drone is flying 250 feet above a 100-foot building, the AGL is 150 feet.

Altitude Hold function

In this flight mode, the drone maintains a consistent altitude through its onboard barometric pressure sensor. However, the pilot can still control the roll, pitch, and yaw in this setting.

A Mode

Abbreviation for Atti or Attitude Mode, wherein the drone will maintain a consistent altitude.

ATC / ATM (Air Traffic Control or Management)

A service in which air traffic controllers on the ground direct traffic within controlled airspace, and advise those in non-controlled airspace. The FAA trains and administers these individuals.

Bind

The process of enabling the controller to communicate with the selected drone.

BVLOS (Beyond Visual Line of Sight)

Requiring a specific permit from the FAA, this is the ability to fly a drone beyond the pilot's line of sight.

CoAs (Certificate of Authorizations)

An authorization granted by the FAA that allows a public operator to perform a selected drone flight or activity. This process can take up to 60 days and undergo an operational review.

Collision/obstacle Avoidance

A feature built-in to some drones that allow the aircraft to sense and avoid obstacles, minimizing collisions.

Controlled Airspace

A type of airspace in which air traffic control services are offered depending on the defined dimensions and classification.

Department Employee

As defined in UCA Subsection 63A-17, a Department employee is any individual in a paid status covered by the career service or classified service. Any other individual that does not fall under UCA [Title 63A, Chapter 17](#), Utah State Personnel Management Act, is considered a non-employee of the Department.

Daisy Chain

Visual observers assisting the pilot when the drone goes beyond visual line of sight.

Drone

Another term for "unmanned aerial vehicles" (UAVs) or "remotely piloted aircraft" (RPA), covering a wide range of functions.

FAA (Federal Aviation Administration)

Regulatory agency under the US Department of Transportation that enforces air safety, installs control facilities, and maintains proper air navigation.

Flight Controller

Device used to control how the drone moves, by receiving and processing information from the drone's sensors.

Fly Away

Accidental flight outside of the set boundaries of operation.

FOV (Field of View)

The "drone's-eye" view.

FPV (First Person View)

Piloting a drone in real-time through the drone's camera. Pilots often wear goggles with footage streamed inside.

Frequency

To maintain communication with the pilot and drone through FPV, both pieces of equipment will need to be on the same radio frequency.

GCS (Ground Control Station)

A command center on-the- ground that controls airborne drones.

Geofencing

A predefined set of virtual geographic boundaries that prevents drones from crossing into restricted areas.

Gimbal

A device that allows the drone's camera to remain stable while moving.

GLONASS (Global Navigation Satellite System)

An alternative to GPS technology that defines a drone's location.

GPS (Global Positioning System)

A satellite-based navigation system owned by the U.S. government.

Gyroscope

A circular device connected to the drone's flight controller that allows the drone to remain level.

IMU (Inertial Measurement Unit)

Measuring device that relies on accelerometers, gyroscopes, and magnetometers to report the drone's orientation.

INS (Inertial Navigation System)

Internal method by which a drone determines its own position.

LAANC system (Low Altitude Authorization and Notification Capability system)

A program offered by the FAA that facilitates controlled airspace access to drone pilots.

LiDAR (Light Detection and Ranging)

LiDAR is used for measuring distances by their light reflection with a laser.

LiPo (Lithium Polymer)

The type of battery most commonly found in drones.

LOS (Line of Sight)

An FAA requirement for drone operation, this states that the drone must be visible from the pilot's operating position at all times.

MSL(Mean Sea Level)

A drone's altitude/elevation in reference to the average height of the sea.

No Fly Zone

An FAA restricted area where drones are not allowed to fly. Above airports and government buildings are prime examples.

NOTAM (Notice to Airmen)

Information given to drone operators that warns them of immediate hazards or restrictions not yet published.

Orthomosaic

A drone map comprises a collection of photos from the selected area that have been stitched together.

Part 107

FAA regulations that all drone operators must follow. Pilots can obtain a Part 107 license that demonstrates their knowledge in drone safety, FAA regulations, and operating procedures.

Payload

This is the capacity at which a drone can handle additional weight, such as cameras.

Photogrammetry

Drone photography that measures the distance between objects.

PIC (Pilot in Command)

The person responsible for all aspects of the planning, flight, and closure of a UAV flight.

Pitch

A term for moving the drone up or down.

P Mode (Positioning Mode)

The most popular flight mode, this activates all sensors to ensure stability while hovering.

POI (Point of Interest)

Available on most drone models, this flight mode keeps the drone's camera trained on an area or object.

PPK (Post-Processing Kinematic)

A satellite positioning technology similar to RTK.

Props (Propellers)

An essential component of a drone, featuring angled blades that allow it to fly.

Radio

This transmitter controls the drone's movements such as pitch, yaw, and roll.

R/C or RC (Radio Controlled)

Operating a drone via radio waves.

Receiver

In FPV, this is what links the drone camera's live stream to the goggles. Also called a "video receiver" (RX), "transmitter" (Tx) or "video transmitter" (VTX).

Roll

Moving the drone side to side laterally.

RPM (Revolutions Per Minute)

The unit of measurement used to determine the number of times the drone's motors turn in 1 minute.

RTH (Return to Home) or RTL (Return to Launch)

An automated drone feature that grounds the drone at the selected home point.

RTK (Real-Time Kinetics)

Satellite positioning technology that draws on GPS and GLONASS data to precisely pinpoint a drone's location.

Rudder

Another term for "yaw." This is rotating the drone clockwise or counterclockwise.

Rx (Receiver)

Component built-in to a drone that receives and interprets radio signals.

S Mode (Sport Mode)

Drone setting that allows the pilot to fly at the fastest speed possible for that model. Usually this mode is not stabilized.

Spotter

When flying in FPV, this person keeps the drone in their visual line of sight (VLOS).

sUAS (Small Unmanned Aircraft System)

The communications stream between a drone and its ground control system (GCS).

Telemetry

The communications stream between a drone and its ground control system (GCS).

TFR (Temporary Flight Restriction)

A notice given to drone pilots by the FAA that restricts airspace temporarily. This is commonly because of natural disasters or large events.

Throttle

This control gives the propellers and motor power.

Thrust

ThrustThe amount of force driven by the throttle that generates lift.

Tx (Transmitter)

In FPV, this is what links the drone camera's live stream to the goggles. Also called a "video transmitter" (VTX), "receiver" (RX), or "video receiver" (VRX).

sUAS – small Unmanned Aircraft System

A small drone that weighs less than 55 lbs. Can also be a micro-air vehicle.

UAS (Unmanned Aircraft System)

An FAA term for unmanned aircraft, operated by a pilot on the ground. This includes drones. Also called an "unmanned aerial vehicle" (UAV).

UAV (Unmanned Aerial Vehicle)

An FAA term for unmanned aircraft, operated by a pilot on the ground. This includes drones. Also called an "unmanned aircraft system" (UAS).

Uncontrolled Airspace

Term used by the FAA to indicate class F and G airspace, unregulated by air traffic control (ATC).

UTM (Unmanned Traffic Management)

An air traffic management system under development by NASA, the FAA, and other government agencies that will traffic low altitude drone flights.

VLOS (Visual Line of Sight)

An FAA requirement that the drone in operation remains visible by the pilot's naked eye, unaided by devices.

VO (Visual Observer)

An optional teammate that aids the pilot by scanning the airspace for hazards while the drone is in flight. Can also be called a "spotter."

Yaw

Rotating the drone clockwise or counterclockwise. Another term is "rudder."

OPERATIONS AND MAINTENANCE

Drones are a tool and like all tools require training on proper use and maintenance. This section of the UDAF UAS Policy will cover pilot certification and training, proper use of drone systems, and their maintenance, as well as associated reporting and recordkeeping requirements.

PILOTS

FAA Certification: In order to fly a UDAF drone the pilot must have a current FAA sUAS Certificate (as described under [14 CFR Part 107](#)) or be under the direct control of such. The certified pilot as defined by the FAA is the sole person responsible for the flight. This includes pre-flight planning, actual flight, and post flight activities. The pilot must perform all of their duties according to [Part 107](#) complying with all rules therein stated.

Certification and Training: The FAA Certification gives legal license to pilot a sUAV, but does not certify that the pilot has the skills needed to safely and efficiently fly a drone. UDAF requires that pilots have at least 5 hours of flight experience under the direction of a certified and component sUAV pilot. Where such mentoring is not available the Certified but experience lacking pilot may practice flying patterns in a confined area with geofencing active on the training drone. Before attempting to pilot any mission, the pilot must have authorization from their Division Director after demonstrating competence in piloting the sUAS. It is anticipated that pilots will need time to practice on a regular basis to maintain and develop their flight skills. It is suggested that whenever possible the pilots work in teams to help each other in training and practicing. Besides preliminary training UDAF will require that its pilots demonstrate their technical skill set by flying at least 30 minutes each month including manual take offs and landings, figure 8's, and inside and outside orbits. It is strongly recommended that pilots fly at least every other week. For beginning pilots training should start with the drone in beginner mode (limits speed, altitude, and distance from pilot). These requirements will be waived if weather conditions will not allow flight. In lieu of practicing outside flights in bad weather, pilots may practice using flight simulators.

Private Property Guidance: Flying over private property can create conflicts. The following 8 recommended best practices [drafted by stakeholders convened by the National Telecommunications and Information Administration](#) will help alleviate some of the conflict:

UDAF pilots will strive to follow these guidelines. When flights are being conducted for regulatory actions, pilots will follow data gathering protocols required by law.

- If possible, the pilot shall tell other people they will be taking pictures or video of them before taking the pictures or video.
- If the pilot thinks someone has a reasonable expectation of privacy, the pilot shall not violate that privacy by taking pictures, video, or otherwise gathering sensitive data
- The pilot shall not fly over other people's private property without permission if the pilot can easily avoid doing so.
- If the pilot keeps sensitive data about other people, it shall be secured against loss or theft.
- If someone asks the pilot to delete personal data about him or her that the pilot has gathered, the pilot shall make a note of that request, gather their contact information and politely let them know that their concerns will be passed on to the Department.
- If anyone raises privacy, security, or safety concerns with the pilot, the pilot shall try and listen to what the person has to say, as long as they're polite and reasonable.
- The pilot shall not harass people with drones.

[UCA Title 63G, Chapter 2](#), the Government Records Access and Management Act generally considers evidence gathered via drone as a public record, which must be maintained by the Department according to its retention schedules and state law. Please do not destroy any information collected or recorded prior to consultation with the Department and legal counsel.

Pilot in Command: Pilots must accept the responsibility that the FAA gives to the "Pilot in Command" (PIC). This means that the PIC for a given flight accepts ALL responsibility for any and all parts of the flight. It needs to be understood by the crew that the PIC is in charge. This does not mean that the crew accepts blindly all commands from the pilot. When making decisions, a wise pilot gets as much information as possible about the situation from all sources, including his crew. When a decision is made the PIC is responsible for the results of the decision.

Indoor Flying: There is a huge temptation to fly indoors when weather does not allow outdoor flights. Indoor flights are very risky. The drone can instantaneously pick up random GPS signals which can cause the drone to suddenly flash across the room. Drones can damage items they collide with including people, pictures, and equipment. The Department strongly discourages indoor flights and only sanctions them when a drone is able to fly in “atti” mode, which is done in large open structures such as gymnasiums or empty warehouses. Any indoor flight must be approved by the Division Director prior to the flight.

Mission Planning: The pilot must also have the skills needed for pre-mission planning which includes airspace authorization, understanding weather forecasts, camera options, best altitude, proper speed, possible risks associated with the flight area, time of day, and other risks that may need to be mitigated. Pilots must be able to use flight planning software such as LANCE systems, drone specific applications, tablet or phone options, online aviation weather services, and sectional charts. A PIC shall understand the emotional risks and health risks associated with each flight. Pilots shall plan every flight accounting for the above-mentioned issues. The use of mission planning checklists are required. The pilot will not commit to any flight mission until the mission planning has been completed. With such a plan, the actual mission costs can be estimated and potential to have a successful mission is ensured. All missions require the Division Director’s approval. The Commissioner should be notified of anticipated flights in advance.

Pre-Flight Requirements: After mission planning and approval, the pilot shall use a pre-flight checklist to ensure that all necessary equipment is available and ready for use. Each piece of equipment shall be inspected and made ready before the pilot leaves the office. The pilot will ensure that proper authorizations have been obtained (ATC, property owner(s), local government) and that telephone numbers and radio frequencies are provided in the written mission plan with contact names where needed.

Pre-Flight Survey on Site: Upon arrival at the mission site the pilot shall study the flight area and identify any risks associated with the flight. It is again recommended that a checklist be used. The pilot shall meet with all personnel assisting with the flight and explain the flight plan and procedures for the mission. This includes all landing zones locations, emergency landing spots, emergency plans for sUAS failures, how the flights will be conducted and outline each person’s duties. The pilot will also review all safety issues that may arise. If public bystanders are in the area or could come into the flight area a crewmember will be assigned to keep them safely from the flight area (both flight

control area and area beneath a drone's flight path). This may require that barriers be put in place to ensure that the drone does not fly directly over people unless they can be under cover.

Safety Vest: All pilots and observers shall wear brightly colored vests. This issue was raised by the FAA on an [InFO document dated 2/14/18](#). This is also recommended by the Utah Division of Risk Management.

Final Pre-Flight Checklist: The pilot will perform the final pre-flight check using a checklist and electronic startup protocol in the drone's flight application. This is required by 14 CFR Part 107. Special attention will be given to RTH altitude, maximum altitude and distance from controller, SD card installation, compass calibration, battery status of all hardware, and camera settings. The PIC will also inspect the drone ensuring props are not damaged and are securely attached, that there is no damage to the drone, that storage locks are removed, and that the drone is physically ready for flight. These items need to be recorded on the checklist.

Flight: After this final review the pilot will launch the drone and fly the mission. Before starting the mission, the pilot will hover the drone at just above eye level and test all controls. If all controls function properly the mission can be started. During the flight, observers will keep the pilot / operator informed of the drone location and identify any issues that may pose a risk to life or property including the drone. Communication protocols will have been established in the crew's pre-flight meeting. The pilot shall ensure that the mission is being flown as planned. If any issue arises that may create a serious risk, the pilot will take over control of the drone and land the drone in a safe manner. The crew will maintain their positions to ensure crowd control to prevent a rush to the drone which may cause damage.

Post Flight: After the mission is completed the pilot will authorize the crew to collect any hardware and inspect it before stowage. Before leaving the site it is helpful to upload imagery to a computer and review it. This can save a re-visit to the site. If the imagery looks good, then the mission can be completed and a checklist of all equipment is completed closing out the mission. If there are missing images and time permits, the mission can be re-flown to collect missing data.

Flight Logs / Checklists: UDAF will require that flight logs of each flight be maintained by all pilots. Most drones record flight logs with all control actions and movements. Besides these records, UDAF requires pilots to maintain flight planning,

flight, and flight summary records in the form of a signed checklist. Minimum records required include:

- Date of Flight.
- Flight authorization statement and approval code if required.
- Weather conditions during flight (this can be obtained from the UAV Forecast App).
- Location of flight. A Google Earth image with the area of the flight marked with the latitude and longitude of the center of the image is adequate.
- Documentation of authorization to take off and land if on private property.
- Drone propeller condition (feel blades for cracks and wear).
- Drone motor condition (fly drone just above eye level, hold for a few seconds and listen for unusual sounds).
- Battery levels of drone battery, tablet, and controller.
- Make sure that an SD card is installed and has enough storage for recording imagery captured during the planned flight.
- Camera and gimbal mounting and function.
- Drone structural integrity.
- Drone Compass calibration
- Communication between drones and all peripheral devices.
- Notes on people present and other potential risks and action taken to reduce risks.
- List of observers and others acting as flight crew.
- Radio frequencies for flight area from sectional chart and air medical emergency frequency. UDAF will monitor these frequencies to avoid conflict with manned aircraft prior, during, and after flight.
- Classification of airspace from sectional chart for flight area (some smart phone apps will also provide this information).
- Planned maximum altitude (enter into flight app controller if applicable).
- Planned maximum range (enter into flight app controller if applicable).
- Description of flight and reason for flight.
- Person requesting flight.
- Inspection of all attachments, if used, for specific types of flights.

EQUIPMENT

Drones are a tool and require care and maintenance. They are complex with several components including, motors, propellers (blades), internal inertia systems, gps sensors, motor controllers, radios, batteries, cameras and camera controllers. Most of these internal systems require little maintenance and built-in system testing is initiated before each flight. However, blades, structural frame, motors, and connections require inspection before flying. Proper storage is also critical to keep the drone in proper

operational status. Batteries are a vital part of the system supplying power to all other systems and require special attention.

Batteries: The drone's batteries are of the lithium ion class. These batteries can cause explosions when not cared for properly. All batteries will be handled according to manufacturer's instructions and warnings. Data sheets for each battery must be maintained recording all flights and charges (some drones do this automatically). The drone system internally checks battery status continually and has built in fail safe protocols in event of low battery power. However, if a battery totally fails, the drone will fall. Lithium ion batteries heat during charging and discharging. Batteries are to only be charged when someone is able to observe the process. They are not to be charged overnight. Charging can be done during travel or during flights using a vehicle's 12-volt power supply. Before charging make sure the batteries have cooled down from the most recent flight. Most charging systems monitor the battery temperature and will not charge until the battery is at the correct temperature. Batteries should be checked for bulges and "puffiness". If the battery has bulged or is puffy it should be disposed of. In the event of a battery fire, do not use water to extinguish the flame. It is best to put the burning battery in a fireproof container. It is recommended that a fire extinguisher be on hand during all flights. Make sure batteries are properly installed in the drone. Replacement batteries should be supplied by the manufacturer of the drone.

Propellers of Blades: Blades (propellers) provide the lift and other forces to direct the flight of the drone. They wear and need inspection before each flight. During inspection the pilot must **feel** the blades edges for cracks and dents. If any are found the blade must be removed and disposed of. It is recommended that an extra set of blades be available during every mission. Installation of blades is critical as there are right and left blades that must be placed on matching right and left motors. Some drones require that blades be removed for storage. Follow the manufacturer's direction for storage of blades. Only original manufacturer's blades may be used.

Camera / Sensors: The whole purpose of the drone is to carry the camera(s) or sensor(s) and collect data from the sensor(s). Make sure all cameras and sensors are clean before each flight. Cameras and sensors must be handled very carefully as they are fragile. The lens can be cleaned with lens brushes or a lens cleaning microfiber cloth. Filters may be used over the lens to help capture better imagery. These need to be kept clean. They should be either attached to the camera or placed in their storage container. Never lay a filter down on anything. If the camera's gimbal needs to be cleaned, do so carefully following the manufacturer's directions. The sensors and cameras record their data on micro sd cards or other electronic storage media. Before each flight ensure that the sd

card has been formatted, installed, and has room for the anticipated flights imagery. SD cards may not be reused, but must be kept and maintained so flight data is always preserved. SD cards must also be cataloged using a number and reference sheet listing dates and flights recorded on the card.

Controllers: The controller is the pilot's control system for the drone. It needs to be treated with respect and cared for. The controller has lithium ion batteries so care needs to be taken when charging just like the drone's batteries. The controller should be fully charged at the start of each day. The controller's power level needs to be monitored throughout the day to ensure that communication with the drone is not at risk of being lost. The controller usually connects to a tablet or cellphone to assist with automated flight systems and provides a view of the drone's camera or sensor. These devices must be totally charged each day. If the tablet or phone battery level drops, the controller may start charging the tablet or phone, reducing its capacity.

Other peripherals: Landing pads are used to protect the drone and assist in automated flights. They can be tricky to fold so training and practice is suggested. They must be clean, dry, folded, and put in their container for storage. It is critical that if stakes are used to hold the landing pad in place that they be thoroughly cleaned before being put in a storage container. If they get torn, they need to be replaced so the drones' blades do not get tangled in loose threads. Tablet hoods need to be kept clean and folded properly for storage. Targets need to be treated so that the special coatings are not disturbed. Scratches will affect how the target reflects light and can prevent accurate image color corrections. Targets should be stored in their cases when not in use.

Storage & Maintenance: All sUAS equipment shall be stored and maintained as per manufacturer's instructions. The manufacturers have supplied special containers and these need to be used to protect the drone and its components during storage. Storage areas should not have excessive heat or cold. This is especially true of batteries which are very sensitive to temperature extremes. It is best to store equipment in office or indoor temperature-controlled areas.

OTHER POLICIES

Incidents: All incidents shall be immediately reported to a supervisor. If serious injury or property damage greater than \$500 dollars occurs, the PIC of the associated flight shall prepare a report and file it with the FAA within 10 days of the incident. A copy of the report will also be provided to the state's Risk Management Office.

Non-Job Related Use: To encourage skill development, the Department allows pilots to use the drone for non-job related uses as long as it is not used for personal gain, illegal activities, or to cause embarrassment to the Department. Any personal use shall be consistent with the guidelines outlined in UDAF Department Policy 03.10.

SPECIFIC SOPS FOR COMPLEX MISSIONS

Water Sampling: Department Drones may be used for water sampling as set forth in the following procedures. The drone must be registered with both the FAA and State of Utah Risk Management and the pilot must be [Part 107](#) certified. For water sampling using a drone, a team of at least 2 people is required (a [Part 107](#) certified pilot and a sampling technician / observer). More than 1 observer can be used. Because of the overhead risk of being hit with the bailer the pilot and sampling technician / observer(s) will all wear hardhats during the entire sampling process. The pilot will also wear a safety vest identifying them as the pilot in command.

Sampling must conform to [Part 107 rule 107.49 \(a-e\)](#), and with the following statement from FAA Fact Sheet – Small Unmanned Aircraft Systems (UAS) Regulations (Part 107) published October 6, 2020:

“Your drone can carry an external load if it is securely attached and does not adversely affect the flight characteristics or controllability of the aircraft. You also may transport property for compensation or hire within state boundaries provided the drone (including its attached systems), payload, and cargo weighs less than 55 pounds total and you obey the other flight rules. (Some exceptions apply to Hawaii and the District of Columbia.)”

As part of the required pre-flight check the pilot shall inspect the sampling equipment and make sure it is all operational. Towlines must not be frayed, all knots secure, linking hardware functioning and secure, bailers or sample containers securely attached to towlines, bailer sealing balls functional, and warning flags / banners securely attached. The towline emergency release mechanism on the drone must be tested before each sampling flight and ensure that the towline is secure but can be released with system activation.

During takeoff, the sampling technician shall maintain control of the bailer and keep the towline taut, ensuring that the line does not get pulled into the drones propellers or landing gear. The bailer is to be handled with sanitary gloves and held above the ground to avoid contamination. Prior to connecting the bailer to the towline, the sampling

technician shall rinse the bailer at least 3 times in the water body being sampled and ensure the ball valve seals. The bailer will be drained prior to connection of the towline. Once the bailer is prepped and connected securely the sampling technician will inform the pilot that they can fly. The sampling technician will release the bailer after the drone has gained enough altitude that the bailer will not strike the ground or water surface. The pilot will raise the drone to a safe transport altitude and pilot the drone to the sample site. Following a successful launch, the sampling technician will observe the drone, towline, and bailer, communicating to the pilot any conflicts with the equipment and its surroundings. The sampling technician at this point becomes an observer for the pilot looking for boats, aircraft, and other objects that may be interfered with by the drone and its carriage system. The observer will communicate with the pilot any potential interference. During this time the pilot will need to be viewing the broadcast video of what the drone is seeing so the pilot can locate the sampling location. It may be advisable to pre-fly the water body looking for potential sample locations. When found, the pilot should hover the drone and, using the piloting application, record the location. Using this method will allow the drone to automatically fly to the sample site during a sampling mission.

When the drone is at the sample location the pilot will lower the drone until the bailer is submersed in the water. The pilot will trigger the drone camera to get a picture of the sight which will also record the GPS location of the sample site. The observer can assist the pilot in lowering the bailer. Once the bailer is full the pilot will raise the drone and the observer will ensure that the check ball has sealed the bailer. If no seal is obtained the pilot will again lower the bailer. With the bailer full and sealed the pilot will raise the bailer until it is at a safe altitude above the surface (usually a minimum of 20 feet between the bottom of the bailer and the surface). The pilot will fly the drone to the sample technician in a smooth steady flight to avoid the bailer from swinging erratically. When the bailer is overhead of the sampling technician, the pilot will descend the drone until the technician is able to catch the bailer. The technician will disconnect the bailer and tell the pilot to ascend, at which time, the pilot will raise the drone and move from the technician and then drop the towline. The towline is dropped to avoid being tangled in the drone. After the towline is dropped, the pilot will land the drone and close out the mission. If there are several sample sites the sampling technician may connect a new prepared bailer after removing the previous one and direct the pilot to fly to the next site. The pilot needs to ensure that there is enough battery to do additional sites.

At completion of the mission, the crew will clean and put away all equipment and properly store samples and equipment. The sampling technician will document required information about the sample(s) and prepare them for transport.

COMPLIANCE WITH FEDERAL LAW, STATE LAW AND DEPARTMENT POLICY

All Department employees shall follow the guidelines and mandates set forth in this Policy without exception, regardless whether such guidelines arise under federal law, state law or Department policy. Any failure to do so may result in employee discipline, up to and including termination.

Individuals who are not Department employees are absolutely prohibited from handling, using or operating the drone or any of its components (including any Department property used in connection with the drone) absent express, written authority from the Department, Division Director requesting the drone use, and the Commissioner. Written authority shall specify the term, scope, and justification for use by a non-employee and shall include an acknowledgement by the non-employee that the non-employee is fully responsible for any damage to the drone (or any other state-owned equipment used in connection with the drone) and a statement that the non-employee will indemnify the state against any costs or liability arising from the non-employee's actions. This written authority shall be provided on a standardized form approved by the Commissioner and must be fully executed by all parties prior to drone use. This provision shall not prevent the Department from entering into reciprocal agreements with any federal, state or other governmental entity for use of the drone.

GUIDELINES FOR SOPs (OUTLINE FOR FUTURE SECTIONS)

- Mission Initiation: Process to accept requests for drone acquired data. Include ALL details
- Fleet Logistics & Maintenance: Method to assign missions/flights right pilot, drone, and payload.
- Pilot Management: Process to assign pilots tasks, ensure training, & supervised.
- Compliance Management: Process to ensure all regulations are complied with on every flight.
- Mission Planning: Produce Checklist to ensure all aspects of flight / mission are considered.
- Data Collection: Define and prepare data collection methods (sensor, payload, software procedures.
- Data Storage: Define protocols for data storage, ensure security, accessibility, and volume.
- Logging Flights: Collect operational and telemetry data for all flights (Weather, authorizations, site risks / mitigation, and drone telemetry data).
- Data Analytics: Establish protocols for how each type of data will be processed and products derived (video, stills, mosaics, etc.).

