



Spencer J. Cox

Governor

**EXECUTIVE ORDER
2023-08**

Encouraging Agencies to Provide Service Opportunities for Agency Employees

WHEREAS, Utah consistently leads the nation in volunteer service, ranking first in formal volunteer service in 2021;

WHEREAS, volunteering in Utah contributed an estimated \$2.7 billion in economic value to the state in 2021;

WHEREAS, volunteerism and service are key to addressing crucial individual needs at a state and local level;

WHEREAS, Utah's state employees are committed to bettering the lives of their fellow Utahns;

NOW, THEREFORE, I, Spencer J. Cox, governor of the state of Utah, by the authority vested in me by the Constitution and laws of this state, do hereby order the following:

1. Application

- a. This executive order applies to all state executive branch agencies.

2. Definitions. As used in this order:

a. "Agency"

i. includes:

1. a department, division, office, bureau, or other organization within the state executive branch, including the State Tax Commission, the National Guard, and the Board of Pardons and Parole; and

ii. does not include:

1. an institution of higher education;
2. the Utah Board of Higher Education;
3. the State Board of Education;
4. an independent entity as defined in Utah Code § 63E-1-102;
5. the Attorney General's Office;
6. the State Auditor's Office;
7. the State Treasurer's Office;
8. the Legislative Branch; or
9. the Judicial Branch.

- b. "Division of Human Resource Management" means the Utah Division of Human Resource Management created in Title 63A, Chapter 17, Section 105.
- c. "Employee" means a benefited agency employee.

3. Specific Requirements

- a. Before Oct. 17, 2024, each agency is encouraged to organize and implement one service project for agency employees to provide service together.
- b. Each agency that organizes and implements a service project in accordance with this Order:
 - i. shall consider addressing one or more of the following service areas:
 - 1. mental health;
 - 2. education;
 - 3. food insecurity;
 - 4. housing; or
 - 5. economic development;
 - ii. shall conduct the service project during working hours with agency employees participating as employees, not as volunteers;
 - iii. shall grant all employees who participate four (4) hours of administrative leave, as defined in Utah Administrative Code R477-1-1, and hereafter referred to as "service leave," as a reward for participation, to improve work-life balance for the employee;
 - iv. shall set appropriate limitations and ensure that the agency's critical work is not unduly interrupted;
 - v. shall postpone or deny employee participation in the service project if an employee's participation will significantly harm the agency, including the agency incurring incremental costs; and
 - vi. may not count service leave toward the 18-week maximum of unprotected leave set forth in Division of Human Resource Management (DHRM) rule R477-7-1(12).
- c. Agencies may collaborate with other agencies to organize and implement service projects.
- d. Both full-time and part-time employees are eligible for participation. Part-time employees may receive a prorated amount of administrative leave.
- e. The Department of Government Operations (DGO) shall issue guidance and policies to ensure the implementation of this Order.
- f. The Finance Division of DGO shall work with DHRM to support the implementation of this Order.

THIS ORDER is effective immediately and shall remain in effect through Oct. 17, 2024.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Utah. Done in Salt Lake City, Utah, on this, the 17th of October, 2023.



Spencer J. Cox
Governor, State of Utah

Deidre M. Henderson
Lieutenant Governor, State of Utah

ATTEST: