



Policy: CCE Compliance with State Rules, Policies, and active Executive Orders	Effective Date: July 1, 2017
Number: 710-3-099	Reviewed/Revised: July 2022
Authorized By: Jill Remington Love, Executive Director	
Authority:	

I. Purpose:

The Department of Cultural and Community Engagement (CCE) is committed to maintaining a work environment that is safe, empowering, and promotes the individual value of each of the Department’s employees. This policy outlining CCE’s compliance with State of Utah Rules, Policies, and active Executive Orders clarifies for employees that the State of Utah’s Policies, Rules and Executive Orders guide CCE activities. The CCE’s adopted Policies and Procedures are intended to outline the CCE’s implementation of State guidance in instances where specific flexibility has been granted to State Agencies.

Finally, there exist certain State of Utah policies and executive orders that require all State of Utah Agencies to develop individual compliance policies. This CCE Compliance with State Rules and Policies Policy will serve that purpose as well.

II. Policy:

The CCE complies with the Rules, Policies, and active Executive Orders of the State of Utah, including the Utah Administrative Code and Department of Human Resource Management (DHRM) rules. Where the Administrative Code, Rules, Policies, or Orders allow CCE to further refine or implement CCE-specific programs, the CCE has developed programs and policies that adhere to the CCE Executive leadership team’s “employee first” philosophy. Decision making and approval authority will be delegated to the level of the organization closest to employees.

III. Specific Mandated Compliance:

Anti-Idling: The Governor signed the Reduction of Automotive Idling Executive Order on May 31, 2012. The Order signals the state’s commitment to emissions reduction through the Governor’s U-CAIR Clean Air Initiative. Drivers of state vehicles owned or leased by CCE will turn off the cars vehicle’s engine when stopped for longer than 30 seconds whenever practical.

Returned Mail: During the 2009 General Session, legislation was contemplated that would have required certain types of actions when an agency had mail returned as undeliverable by the US Post Office. The bill was abandoned when the Governor’s Office indicated it would direct agencies to

establish a policy governing the handling of returned mail. CCE mail that cannot be delivered by the US Post Office will be returned to CCE from State Mail Services. If the returned mail is a warrant, CCE will handle the returned mail in compliance with FIACCT 5-24.10.

If the returned mail is not a warrant and a forwarding address is provided by the U.S. Postal Service, CCE staff will correct the address and re-send the mail to the addressee with notification that the piece of mail was returned. CCE staff will update the address in the CCE database.

If the returned mail is not a warrant and a forwarding address is not provided, CCE will keep the mail in accordance with the CCE retention schedule. If a specific retention schedule is not available, CCE will apply the State Agency General Retention Schedule:

<https://archives.utah.gov/recordsmanagement/grs/stgrslist.html>