

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy</b>	04-00
<b>Subject</b>	General Human Resources Policy
<b>Date</b>	April 1, 2022
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent for Operations
<b>References</b>	Administrative Code Title R477. Human Resource Management, Administration

**I. PURPOSE:**

1. The purpose of this policy is to provide general provisions for all USBE Human Resources (HR) Internal Policies.
2. All USBE staff shall follow the standards set forth in this policy.
3. This policy applies to all USBE employees, contractors, interns, and volunteers (collectively referred to as “USBE employees” throughout this policy).
4. As used in these USBE Internal Policies, “DHRM” refers to the state Division of Human Resource Management, including those employees who are assigned to the State Board of Education to consult on and administer human resources functions.

**II. POLICY:**

1. The USBE follows the Utah Division of Human Resource Management (DHRM) Administrative Rules (Administrative Code R477) except in instances where the USBE Superintendency has adopted specific provisions or Internal Policies that conflict with DHRM Rules. In those instances, the USBE Internal Policy takes precedent.
2. A USBE employee shall comply with these Rules, as well as the additional USBE HR Internal Policies in this document.

**III. HISTORY:**

This policy supersedes the previous General Human Resources Policy and Procedures that was established March 12, 2018.