Spencer J. Cox

Governor

EXECUTIVE ORDER
2021-03

Requiring Agency Review of Remote Work Opportunities

WHEREAS, quality of life is a priority for Utah residents;

WHEREAS, commuting contributes significantly to poor air quality and road conditions throughout Utah;

WHEREAS, government should be a wise steward of state taxpayer dollars in the management of state resources, including in the need and usage of physical facilities;

WHEREAS, as an employer, government should support families by reducing unnecessary travel time and costs of employees in order to enable greater time at home;

WHEREAS, Utah faces unprecedented growth in the coming years and an increasing demand for government services;

WHEREAS, implementation of remote work programs can positively impact air and road quality, employee satisfaction and retention, and employment opportunities in rural and other communities;

WHEREAS, expanding remote work programs will help enable the State to exit an expected 29 locations over the next ten years, saving an estimated $13 million annually;

WHEREAS, future requests for new space are anticipated to be significantly reduced, avoiding an estimated $300 million in new construction costs over the next ten years;

WHEREAS, increased implementation of remote work throughout the COVID-19 pandemic has improved Utah air quality by avoiding emissions of 4,600 pounds per month during the COVID-19 pandemic remote work surge months;

WHEREAS, implementation of remote work allowed the Department of Heritage and Arts to continue operating remotely while the Rio Grande building closed due to the March 2020 earthquake;

WHEREAS, approximately 40% of the state's workforce has worked remotely during the COVID-19 pandemic;

NOW, THEREFORE, I, Spencer J. Cox, Governor of the State of Utah, by virtue of the authority vested in me by the Constitution and the laws of the State of Utah, do hereby order that:

1. As used in this order:
    a. "Agency" means a state executive branch agency, including:
        i. the State Tax Commission;
        ii. the Board of Pardons and Parole;
        iii. a public institution of higher education; and
        iv. the Utah Board of Higher Education.
    b. "Remote work" means work at a place other than a regularly assigned office location, such as an employee's residence or an alternative location approved by the employee's supervisor.
2. Each agency shall:
    a. review "A New Workplace: Modernizing Where, How, and When Utah Works," prepared by the Governor's Office of Management and Budget;
    b. review each agency position to determine whether it can be performed remotely and deliver a report containing the findings of the review to the Governor's Office no later than July 1, 2021;
    c. on an ongoing basis, evaluate whether each job vacancy at the agency can be filled as a remote work position;
    d. where possible, offer any new job vacancy as a remote work position; and
    e. where appropriate, prepare and assist agency employees and supervisors to participate when a remote work opportunity becomes available.
3. The Department of Human Resource Management shall assist agencies in complying with Section (2).
4. The Department of Technology Services shall assist agencies to:
    a. implement information technology solutions to support a secure and productive remote work environment; and
    b. improve cost-effective utilization of equipment that supports remote work.

This Order is effective January 11, 2021, and shall remain in effect until modified, amended, rescinded, or superseded.

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 11th day of January, 2021.

Spencer J. Cox
Governor

ATTEST:

Deidre M. Henderson
Lieutenant Governor