

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #:	02-02
Subject:	Board Employee Newsletter (USBE News)
Effective Date:	May 10, 2022
Policy Owner:	Director of Strategic Communications
Policy Officer:	Chief of Staff

- I. **PURPOSE:** To establish guidelines for USBE News, including appropriate content for USBE News.
- II. **POLICY:**
 1. Official Board or Superintendency announcements, policy changes, or information on upcoming activities, conferences, or workshops are communicated in the USBE News via email.
 2. Other office-wide information may also be included in USBE News, subject to approval of the Deputy Superintendent of Policy and Communication or the Deputy Superintendent’s designee.
 3. A USBE employee may not advertise products or services in USBE News that would result in personal gain for the employee.
- III. **PROCEDURES:**
 1. To submit an information item to USBE News, a Board employee shall contact the Public Relations Director through email (preferred), by phone, or in person.
 2. If the information item needs to be communicated to employees immediately and the director is unavailable, any of the support staff in the administration area can send out the newsletter.
 3. A Board employee should not use the email distribution group “BEBUILDING” to distribute information that would normally be contained in USBE News.
- IV. **HISTORY:** The effective date of this policy was October 6, 2010, with a revision made September 25, 2017. On May 10, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.