

POLICY 3085

Employee Work Information Privacy

A. Definitions

1. "Employee" means "administrative personnel" or "instructional personnel."
2. "Administrative personnel" means any District personnel who have District-wide or school-wide functions and who perform management activities, including developing broad policies for the Board of Education and executing developed policies through the direction of personnel at any level within the District. It includes the District Superintendent; assistant or deputy superintendents; principals; assistant principals; directors (including executive, network, subject area, career center, and specialty directors); cabinet members; grant coordinators; educational specialists; technology administrators and technology personnel; and others who perform management duties.
3. "Instructional personnel" means any individual who is employed by, contracts with, or is affiliated with the District or its schools.
4. "Required technology" means an application, software, or other technology for work-related duties without which an employee could not reasonably complete necessary or essential job functions or engage in emergency situations.
5. "Work-related contact information" means:
 - a. Private or work-provided phone numbers used for work purposes;
 - b. Email addresses the District provides or uses primarily for work functions;
 - c. Work mail addresses, including physical addresses, post office boxes, and other mailing details used to send or receive work-related communications or documents;
 - d. Logins, usernames, access codes, passwords, or other credentials used to access accounts, systems, documents, records, or services provided in relation to an employee's job duties; and
 - e. Messaging accounts, forum memberships, directory listings, distribution lists, committee enrollments, or group enrollments.

[Utah Code § 53G-10-207\(1\) \(2025\)](#)

B. Restrictions on Distribution of Work-Related Contact Information

1. Apart from responding to a valid GRAMA request or satisfying the requirement in [Utah Code § 53G-7-224](#) to provide work email addresses to the State Board of Education, the District may not sell or otherwise transfer the work-related contact information of an employee if the transaction is an isolated or standalone transaction. To the extent permitted by law, the District shall publicly disclose a records request for employee work-related contact information.

[Utah Code § 53G-10-207\(2\) \(2025\)](#)

C. Restrictions on Required Use of Personal Electronic Devices

1. The District may not require an employee to download, install, access, or otherwise use required technology on a personally owned electronic device if use of the required technology contains terms, conditions, or data sharing provisions that would allow access to data or information outside of the required technology.
2. If an employee reasonably finds that use of required technology contains objectionable terms and conditions, the District shall provide reasonable accommodations to the employee to avoid mandatory use on the employee's personal device, including providing the required technology:
 - a. Via a District-owned and provided electronic device such as a computer, phone, or tablet;
 - b. Through a secure virtual or remote desktop environment not requiring installation or access credentials on a personal device; or
 - c. Through similar means that do not obligate personal device use.
3. The District may not take adverse action against an employee for exercising rights under this policy.

[Utah Code § 53G-10-207\(4\) – \(7\) \(2025\)](#)