



# USOR Transition Plan

- **Communication**
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- **Facilities**
- **Technical Support**

For the full transition plan, visit [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition)

# Communication

- **Inform with regular updates on the transition process**
- **Provide opportunities to submit feedback on the transition plan**
- **Address concerns or rumors by promptly providing responses**



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# Programs

- **Protect existing services and programs**
- **Maintain access and delivery models to services**
- **Complete accounting functions related to federal fund transfers**

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## Employees

- **No plans to change the actual salary rates**
- **No change to the standard state employee benefits package**
- **Establish a positive employee culture beyond transition**
- **Office visits to all USOR and DWS locations in next 3-5 months**

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## Budget & Finance

- **Establish budgets at DWS for USOR**
- **Identify and transition contracts, grants and agreements**
- **Incorporate USOR into the DWS Cost Allocation Plan**



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## Facilities

- Relocate 25 USOR staff in Salt Lake City
- One-year lease extensions for St. George facilities
- Request for Proposal to consolidate USOR Bountiful and Layton

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## Technical Support

- Provide technical assistance during relocation
- Gather asset info for DTS Asset tracking system
- Risk and security assessments



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- **Full transition plan**
- **Recap video of the planning process**
- **FAQ**
- **Additional resources**

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