



PERSONNEL PROCEDURES-SECTION 300

NUMBER: **378B**

SUBJECT: **SPECIAL FUNCTIONS COMMITTEE PROCEDURE**

LAST REVIEWED: 7/16/ 2018; 3/4/2019; 4/10/ 2020; 5/23/2023

EXECUTIVE COMMITTEE APPROVAL: 7/16/2018; 3/4/2019; 4/13/2020; 6/5/2023

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378B.1 DEFINITIONS

1.1 Immediate family member: (for the purposes of this policy is defined as) spouse, domestic partner (see 3.2), father, mother, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, grandson, granddaughter. Step or foster relationships are included.

378B.2 PROCEDURE

2.1 Committee Members:

Chair Keven Cottle
Jason Pugh

Justin Browning
Barbara Miner

2.2 Assignments

2.2.1 Barbara is in charge of gift card distribution for items 1, 2 & 3

1. Birthday Gifts - Employee gets a \$25 gift card
2. Wedding Gifts - An employee receives a \$50 gift card when they get married; children of employees receive a \$40 gift card when they get married
3. Birth (Including Adoption) - Employee receives a \$50 gift card

2.2.2 Justin is in charge of the gifts for items 4, 5 & 6

4. Retirement – MTECH values our dedicated employees! As a sign of appreciation for their service, all employees who have worked for MTECH for a minimum of ten years are eligible for a Retirement gift of \$20.00 per year of services up to \$500 maximum. *(To qualify employees must have worked a minimum of 12 hours per week.)*
5. Hospitalization - Flowers or gift for employee or spouse/children of employee for hospitalization longer than 2 days. Not to exceed \$125 *(Situations should be evaluated by the Employee Assistance Committee for other needs)*
6. Funerals - Flowers or gift arrangements for immediate family members of employee not to exceed \$150. *(Situations should be evaluated by the*

Employee Assistance Committee for other needs)

2.3 Qualifications

Employees must work a minimum of 12 hours per week and have at least 3 months of service in order to qualify. Committee members may make an exception to the qualifications in the best interest of the College as needed.

** Note - Employee must notify one of the committee members to make us aware of the above mentioned items*