



## SPECIAL FUNCTIONS COMMITTEE PROCEDURE

PERSONNEL | 300.378

### Last Evaluation

11/19/2024

### Executive Staff Approval

07/14/2025

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### 1. Procedure Purpose

The purpose of this document is to provide structure for the Special Functions Committee in order to celebrate and support employees through life's challenging and joyful events.

### 2. Definitions

**Employee** - A person whose salary, wages, pay, or compensation is paid from college-managed funds provided by the State of Utah.

**Domestic Partner** - An unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage by the state in which the partners reside.

**Supervisor** - A person who is in charge of a group of people or an area of work and who makes sure that the work is done correctly and according to the rules.

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### 3. Procedure

#### 3.1 Committee Members

Committee Chair: Associate Vice President (AVP) of Finance  
AVP of Technology  
AVP of Human Resources (HR)  
Assistant to the President

#### 3.2 Assignments

3.2.1 The Assistant to the President is in charge of gift card distribution for the following items:

- 3.2.1.1 Birthday Gifts  
Employees receive a \$25 gift card.
- 3.2.1.2 Wedding Gifts  
Employees receive a \$50 gift card when they get married.
- 3.2.1.3 Birth (Including Adoption)  
Employees receive a \$50 gift card upon the birth or adoption of their child.

3.2.2 The AVP of HR is in charge of the gifts for the following items:

- 3.2.2.1 Retirement  
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 with a value of \$20.00 per year of service, up to a \$400 maximum.
- 3.2.2.2 Hospitalization  
Flowers or gift arrangements will be sent to an employee who is hospitalized for more than two (2) days. This arrangement and its delivery are not to exceed \$125.
- 3.2.2.3 Funerals  
Upon the death of an employee, their child, spouse or domestic partner, a floral arrangement will be sent from the college as a token of sympathy. This arrangement and its delivery should not exceed \$150 without approval of the Special Functions Committee or under the direction of a member of the President's Cabinet.

### 3.3 Qualifications

- 3.3.1 All part-time and full-time employees, except for substitutes, qualify for the benefits contained in this procedure.
- 3.3.2 Committee members may make an exception to the qualifications in the best interest of the college as needed.
- 3.3.3 It is helpful for the employee or their supervisor to notify HR of the relevant life event in order for the committee to provide one of the above-mentioned gifts or recognition.

#### 4. Evaluation History

| Last Evaluation | Executive Staff Approval |
|-----------------|--------------------------|
| 07/16/2018      | 07/16/2018               |
| 03/04/2019      | 03/04/2019               |
| 04/10/2020      | 04/13/2020               |
| 05/23/2023      | 06/05/2023               |
| 11/19/2024      | 07/14/2025               |