



SPECIAL FUNCTIONS COMMITTEE PROCEDURE

PERSONNEL | 300.378

Last Evaluation

02/09/2026

Executive Staff Approval

02/09/2026

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.

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, parent, 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
02/09/2026	02/09/2026