

Tooele Technical College

Recognition Program

I. Recognition Fund

Tooele Technical College (Tooele Tech) Faculty and Staff have the **option** to donate \$2.50 per paycheck (\$5.00 per month) to a Recognition Fund. Faculty and Staff have the option to donate more than the minimum amount. The Recognition Fund will be used for items that cannot be purchased by the institution. Such items include the following: a gift for an employee leaving Tooele Tech, a gift for an employee retiring from Tooele Tech, a gift for an employee having a child, a gift for an employee who is getting married, a gift for an employee who had a death in their family, a gift for the family of a Tooele Tech employee who passes away, a gift for an employee in the hospital, a gift for an employee who has a family member in the hospital.

The money is automatically taken out of the employee's paycheck and deposited directly into the Recognition Fund. Any money that is left will roll over to the next fiscal year and be used for quarterly staff and/or student events.

II. Student Recognition

A. President's List:

Students with 90% attendance and 100% academic progress for three consecutive months may qualify for the President's List. To determine attendance and progress, student data will be compiled on the 5th of every month. Students who qualify for the President's List one time will be recognized with a certificate of recognition, class refreshments, and another prize item, such as a hoodie. In the event that a student qualifies for the President's List twice, they will be given an official letter of recommendation signed by the President of Tooele Tech and class refreshments. If a student meets the President's List requirements three times or more, they will be awarded a plaque upon graduating from their program.

Students who qualify for the President's List will be recognized in the Tooele Tech weekly newsletter. Graduating President's List recipients may also be recognized at the graduation ceremony with a President's List pin and ribbon.

B. Student of the Month:

Every month instructors can nominate a student who has demonstrated hard work and dedication to their studies, exhibited qualities of a role model to fellow students, or possibly overcome a challenge or hardship and gone above-and-beyond at Tooele Tech. In the event there is more than one nomination, the Recognition Committee determines the selectee.

The Student of the Month will be recognized at a small reception with faculty, staff, and students. The VP of Instruction will recognize the student with \$20 cash, a designated parking spot, a signed award, and gift certificates to the Cosmo Salon and Simply Bliss. Their picture will be taken for recognition in the weekly Tooele Tech newsletter, on Facebook, and on the Tooele Tech Community Wall.

C. Excellence Award:

On a quarterly basis, an instructor can nominate a student to receive an Excellence Award. This is a certificate signed by the instructor in recognition of student excellence (that is *not* necessarily associated with academics). This is an opportunity to celebrate a student's achievement.

The instructor will reach out to the Recognition Committee to coordinate an appropriate celebration, not to exceed \$50. It is up to the instructor to determine if it is appropriate to include the entire class. Pictures will be taken to share in the staff newsletter & social media.

D. Student of the Year:

Once a year, a nominee for the Utah System of Higher Education (USHE) Student of the Year will be selected from five program Student of the Year students. A committee made up of Tooele Tech Board members, college staff, and community representatives will select the Student of the Year.

The USHE Student of the Year nominee will be recognized at the Student Champions Gala by the college President. The student will receive a certificate, a small gift, and a \$1000 stipend. The Student of the Year will get their picture taken for recognition in the weekly Tooele Tech Newsletter, on Facebook, and on the Tooele Tech Community Wall.

The four Students of the Year that are not chosen selected will each receive a \$100 check at the Gala.

III. Veterans

Veterans will be recognized on Veteran's Day with (1) the Military Appreciation Tree, (2) display table, (3) Flag Raising Ceremony, and (4) refreshments (funded through the Student Services Budget).

At graduation, Veterans' rank and the military branch will be listed next to their name in the program. A shortened version of the song for each military branch will play. Students, faculty, and members of the community will be invited to stand during the song for whatever branch they have served for recognition.

IV. Internal Recognition Program

The Internal Recognition Program is an "on the spot" written recognition by co-workers for co-workers saying "thank you, you did a good job, thanks for your help" etc.

Employees submit an employee award, which is located in the Impressions tab of the payroll website, Paylocity.

One drawing will take place on the last Monday of each month in the Recognition Committee meeting for a \$10 gift certificate to Simpy Bliss Café. Winners will be announced in the Tooele Tech Newsletter. Gift certificate purchases will be made exclusively through the Tooele Tech Recognition Fund.

V. Other Important Recognition Involvement

A. Faculty and Staff Recognition:

Faculty and Staff will be recognized for their years of service at Tooele Tech every five years with a tenure award and cash award that will be presented at the Opening Institute. The cash award will begin at \$50 for the first five years and will increase by \$50 every additional five years.

Employees who resign or retire may be eligible to receive items of recognition. Full-time or part-time employees who resign or retire after at least two years of service can receive a small gift/treat and goodbye card. Employees that resign or retire after five years can have a goodbye gathering with light refreshments. Full-time staff earning five

years of service can receive a Tooele Tech firepit (funded through Administration Budget).

B. Board Members:

A recognition award will be presented to each Tooele Tech Board of Trustees member at the time they leave the Board. The award will be presented by the college President at that Board member's last meeting (funded through Administration Budget).