

Utah Tech University Policy

144: University Awards, Recognition, and Gifts



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I. Purpose

- 1.1 To provide guidelines on recognizing employee, student and community achievements, contributions and service which is an integral part of the promoting the individual, and the values of Utah Tech University (“the University”).
- 1.2 Appropriate gifts for recognition and appreciation can be used to reward exemplary performance and increase and/or maintain motivation, morale, and productivity.

II. Scope

- 2.1 This policy applies to all University divisions, Colleges, departments, programs, faculty, staff, students, community entities, and the University Board of Trustees.
- 2.2 Gift and award funding must be done in strict compliance with government and University regulations.

III. Definitions

- 3.1 ***Good standing***: Describes the status of an employee who has no disciplinary action imposed or pending.

IV. Policy

- 4.1 Awards presented in the name of the University must be properly representative of the University.
- 4.2 University awards recognize outstanding achievements and contributions

to the University.

- 4.3 University awards are awarded by the Board of Trustees, The Office of the President, vice presidents, and employee governance groups.
- 4.4 Supervisors are encouraged to acknowledge employees for their accomplishments and their contributions to the success of the University inside and outside of their area(s) of direct responsibility.
- 4.5 The University allows the use of University funds for limited recognition and appreciation gifts to be awarded to employees.
- 4.6 Employees receiving a University award must be in good standing.
- 4.7 University award funding shall be provided by the sponsoring office or department.
- 4.8 University department funds may be used to purchase gifts or rewards to show appreciation or recognition to employees.
 - 4.8.1 Appropriate gifts or rewards may include, but are not limited to, certificates of achievement, letters of acknowledgement, bookstore gifts and apparel, movie tickets, food, restricted or non-negotiable gift certificates, etc.
 - 4.8.2 Cash or cash equivalent gift cards/certificates are not permissible.
 - 4.8.3 Individual employee recognition or appreciation gifts cannot exceed IRS rules and regulations.

V. References – N/A

VI. Procedures

- 6.1 Board of Trustee Awards selection procedures are outlined on the Office of the President's website.
- 6.2 Presidential awards are given at the discretion of the University President.
- 6.3 Years of Service awards are given for every ten years of service and are awarded at an annual event.
- 6.4 Eligibility requirements for divisional, deans, faculty senate, staff association, and community engagement awards are determined by the awarding entity.

VII. Addenda

7.1 University Award Categories:

7.1.1 Board of Trustees Awards

7.1.1.1 Distinguished Citizen

7.1.1.2 Excellence in Service

7.1.1.3 Excellence in Education

7.1.2 Presidential Awards

7.1.2.1 Community Engagement Awards

7.1.2.2 Years of Service and Retirement Awards

7.1.2.3 President's Medallion

7.1.3 Divisional Awards

7.1.3.1 University Awards

7.1.3.2 Distinguished Faculty Awards

7.1.3.3 Staff Association Employee of the Year

7.1.3.4 Staff Association Employee of the Semester

Policy Owner: Vice President of Marketing and Communication
Policy Steward: Director of University Events and Promotions

History:

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