

APPROVED
by the Council of the Tallinn Health Care College
Decision No 1.1 of February 14, 2012

Tallinn Health Care College Procedure for Recognising Staff and Cooperation Partners

1. General Provisions

The objective of the procedure recognising the staff and cooperation partners of Tallinn Health Care College (hereinafter *the College*) is:

- 1.1. To recognise the current and former employees of *the College* for their outstanding work, development activities, research or long-term and efficient performance, or for anniversaries and/or retirement;
- 1.2. To recognise activities promoting *the College* on a local, national or international level and for outstanding and active performance within *the College*, outside *the College* and/or professional activities;
- 1.3. To regulate and describe the ways and forms of recognising *the College's* staff and cooperation partners.

2. Recognising Staff:

- 2.1. Recognition in front of other employees;
- 2.2. Giving an employee flowers on their anniversary, for the birth of a child or for marriage by either the Rector's Office/Council and/or Manager of a Structural Unit;
- 2.3. Giving a letter of appreciation pursuant to the relevant statute;
- 2.4. Making the employee an honorary member of *the College* pursuant to the relevant statute;
- 2.5. Nominating an employee for the letter of appreciation of the Ministry of Education and Research for their long-term (25 years) and successful work;
- 2.6. Giving a present of high value for outstanding results in the development of their field and/or for leaving *the College* after a long, successful employment;
- 2.7. Honorary titles applied in *the College* are listed below:
 - 2.7.1. Best Teacher, selected by the Student Council and announced in Spring at the reception for successful students;
 - 2.7.2. Most Professional Support Worker, selected by the Personnel Specialist each December;
 - 2.7.3. Colleague of the Year, selected by the Personnel Specialist each December;
- 2.8. Forms of recognition and memorabilia applied at *the College* consist of souvenirs of *the College*, greeting cards, flowers and mentioning them either on *the College's* website and/or yearbook.

3. Recognising the Cooperation Partners of *the College*:

3.1. Cooperation partners of *the College* are recognised on the basis of merits and the form of recognition is either a letter of appreciation pursuant to the relevant statute or mentioning them either on *the College's* website and/or yearbook.

4. Nomination of Candidates:

4.1. Reasoned proposals for recognising staff and cooperation partners can be submitted by all employees, units, Student Council, the Council of the College and companies, institutions and cooperation partners associated with *the College*;

4.2. Proposals are submitted in writing, addressed to the Rector and then registered according to the documentary procedure rules of *the College*;

4.3. Honorary member titles are decided by the Council, other recognitions by the Rector;

4.4. The Rector of *the College* reserves the right to decide over recognitions not listed in the current procedural document.

5. The procedure recognising staff and cooperation partners of Tallinn Health Care College is revised once every three years or as necessary.