

Title: Guidelines for Sending Flowers and Memorials to City Employees, Council Members, etc.

I. Introduction

The purpose of this policy is to establish guidelines for sending flowers and memorials to employees and Council members.

II. Scope

The following guidelines apply to all employees and past and present members of the City Council.

III. Objective

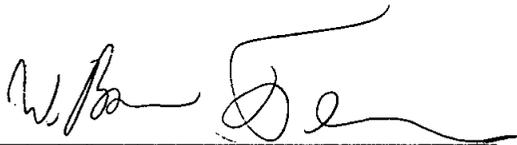
The City Manager and the City Council recognize the possibility that employees or Council members, at some time, may undergo the stress of personal illness or injury that may necessitate hospitalization. At such times, it shall be the policy of the City Manager, that flowers will be sent to the employee or Council member at the time of hospitalization as a sign of good wishes for a healthy recovery.

In the instance of the birth of a child, flowers will be sent to the hospital or to the home as congratulations to the employee or Council member.

In the instance of the death of an employee, Council Member, or any immediate family member of the employee or Council member (immediate family shall be defined as spouse, child, parent, brother, sister, grandparent, grandchild, son-in-law or daughter-in-law, parent-in-law, brother or sister-in-law of the employee or spouse of the employee or guardian, including various combinations of "step", "half", and adopted relationships), flowers will be sent to the funeral home, church or the home as a memorial remembrance.

It shall also be the policy that the maximum cost of these floral gifts will be limited to \$100 for memorials and \$40 for hospitalizations.

Approved by the City Manager this sixth day of May, 2008.



W. Bowman Ferguson

5/7/08

Date