

Flower or Donation Policy

PURPOSE: To provide an appropriate and consistent response from the University when special events occur in the life of employees.

POLICY: The University will send flowers or a donation when an employee is in the hospital, has a new child either through birth or adoption, experiences the death of an immediate family member or the employee dies.

DATE APPROVED: September 4, 2001

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

- I. When the employee is in the hospital or has a new child, the University will send flowers to either the hospital or the employee's home.
- II. When there is a death of an immediate family member or an employee dies, the University will send flowers to the funeral home or send a donation to a charity. This will be guided by the family's wishes.
 - A. For the purpose of this policy, an immediate family member is a spouse or civil union partner, a child or a parent.
 - B. The Human Resources department will annually set an appropriate amount for a floral arrangement. This amount will be sent as a donation when that is the family's request.