



POLICY & PROCEDURE MANUAL

SECTION	Administration	POLICY NUMBER	1.3.14
SUB-SECTION	Human Resources	EFFECTIVE DATE	May 8, 2007
SUBJECT	FLORAL TRIBUTES		
AUTHORITY	Senior Management Team – May 8, 2007		

PURPOSE:

To provide floral (or other requests by the family ie: donations) for the death of an immediate family member for non-union County Staff.

STATEMENT:

This policy is to recognize the loss of immediate family members of non-union County staff in the form of a floral tribute or memorial donation.

PROCEDURES:

1. Department Heads are to notify the Administration Department of the death of an immediate family member of a non-union County staff member.
2. Administration staff will then advise the Clerk.
3. Administration staff will then make arrangements for a floral tribute or donation at a value of \$100.00.
4. Administration staff will also provide an email to all staff advising of the loss.