



Employee Cards & Flowers

Author(s): Adopted from a Human Resources Department Procedure

Reviewers: ITS Management

Approvers: ITS Management

Version History

Date	Version Number	Name	Reason
8 February 2006	1.00	Mary Weitzel	Modified for ITS procedure format.

1. General Information

1.1. Description

We believe it is important to show support to one another during times of grief and/or serious illness or injury.

1.2. Roles and Responsibilities

ITS Managers are responsible for making these arrangements.

1.3. Related Policies

Miscellaneous Expense Policy – Resolution No. 008-95

2. Process

2.1. Employee Hospitalization

Send a card (made available for all ITS Staff members to sign) and a plant or flowers to an employee when he/she is hospitalized.

2.2. Death of a Family Member

Send a card (made available for all ITS Staff members to sign) and a plant or flowers to an employee in the event of the death of his/her immediate family member (or substantially equivalent relationship).

2.3. Family Member Hospitalized

Send a card (made available for all ITS Staff members to sign) to an employee when his/her immediate family member (or substantially equivalent relationship) is hospitalized.

3. Expenses

3.1. Cards and Flowers

These expenses, not to exceed \$40, may be charged to the ITS budget.

3.2. Financial contributions

County funds may not be used to make financial contributions to charities, other organizations, or memorial funds.

4. Privacy Considerations

To prevent an unintentional oversight, it is important that everyone helps ensure that supervisors are kept informed of these situations. However, we respect the right and wishes of employees to



keep these types of matters confidential, if they so desire.

In addition to cards and/or flowers sent by ITS, employees are free, but not expected, to personally send cards or flowers as they wish.