

## CITY OF ROCHELLE

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**CATEGORY:** HUMAN RESOURCES

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**TITLE:** GUIDELINES FOR SENDING FLOWERS AT TIME OF  
BEREAVEMENT OR HOSPITALIZATION

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**EFF. DATE:** 2/06 **REVISION DATE:** 05/2011 **SUPERCEDES:** none

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**Purpose:** To provide guidelines for providing flowers to employees during times of bereavement or hospitalization.

**Policy:**

~~(Previous #1) Death of an Employee or Council Member — Maximum Amount \$50.00.~~

1. Death of a current Employee – Up to \$300 for discretionary use.
2. (Separation between ) Seated Council Member - Maximum Amount ~~\$50.00~~ \$75.00.
3. Death of immediate family member of an Employee. An immediate family member is defined as Spouse, Mother, Father, Sister, Brother, Child. Maximum Amount \$50.00.
4. Death of the Spouse or child of a Seated Council Member. Maximum Amount \$50.00
5. Hospitalization of an Employee or Seated Council Member. Maximum Amount ~~\$50.00~~ \$75.00.
6. At the discretion of the Mayor, City Manager or a Department Director, others may be recognized with a gift of flowers.

In the event of the death of a person where the family requests alternative memorial, a contribution may be made to that charitable agency.

**Procedure:**

Notify the Assistant to the City Manager's ~~Administrative Assistant~~ regarding any situation that may meet the criteria listed above. If the Assistant to the City Manager City Manager's ~~Administrative Assistant~~ is unavailable, notify the Public Relations Coordinator. ~~Human Resources Coordinator.~~ Cost will be charged to the appropriate department.

Approved:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
DATE:

Policy Reviewed/Revised: \_\_\_\_\_