

Davis Technical College

Flowers for Employees and Family

Effective Date: July 28, 2016

Administrative Policy

President's Council Approval: November 19, 2007

Revised Employee Input Team Approval: February 11, 2009

Revised President's Council Approval: February 24, 2009

Revised President's Council Approval: July 28, 2016

1. Purpose

The purpose of the Davis Technical College (College) Flowers for Employees and Family policy is to establish consistency in recognizing employees and their family members to congratulate them on the birth of a child, or express sympathy for serious illness, injury, or death.

2. References

2.1. Davis Technical College Purchasing Policy and Procedures

3. Definitions

3.1. Hospital Stay - The person is admitted to a hospital or health care facility.

3.2. Spouse - The individual legally married to a College employee, where there is no legal separation or divorce.

3.3. Immediate Family Members - Individuals who are directly related to the employee as a spouse, parent, child/step-child.

3.4. Full-Time, Benefits Eligible Employee - Employee who is employed on a full-time basis and eligible for College benefits, and is expected to work more than six consecutive months.

3.5. Part-Time Employee - Employees of the College who are classified as part-time and are not eligible for benefits.

4. Policy

4.1. Eligibility - Current, full-time employees with benefits are eligible to participate.

4.2. Sympathy & Birth - The College may send flowers to eligible employees or their spouse in the event of a serious illness or injury resulting in a hospital stay for the employee. Flowers may also be sent to eligible employees for the birth of a baby. The amount that should be spent is approximately \$75.

4.3. Death - In the event of a death in an eligible employee's immediate family, flowers may be sent from the College. When donations are requested in lieu of flowers, the College may make a donation to the organization in the name of the deceased. The amount that should be spent is approximately \$100.

4.4. Other - At the College President's discretion, flowers or a gift item may also be sent to any other employees, family members, students, or members of the community.

5. Procedures

5.1. Flowers/Gifts - When an event occurs for an employee or immediate family member, they may be given a gift of flowers or other comparable item, or a combination of both, for the approximate corresponding value. Other gifts may include items preferred by the recipient such as fruit, chocolate/candy, balloons, gift certificate, other gift items as determined by the employee's choice or recommendation from the supervisor and co-workers.

5.1.1. Responsibility - The flowers/gifts given by the College will be ordered, purchased, and coordinated by the Human Resources Department or their designee. The employee's supervisor will be responsible for communicating the occurrence of any of these events to H.R. in a timely manner. The employee's department, co-workers, and others associated may choose to provide a card with signatures and comments for the employee.

5.1.1.1. Notification - With the employee's consent, the Human Resources Department will coordinate and/or send e-mail notifications to the College employees, informing them of these events. The employee's direct supervisor will assist in the coordination of this notification.

5.1.1.2. Budget - The costs for this program will be charged to the College President's discretionary funds account.