

TOWN OF TWO HILLS



Policy Number: 2008-08

Date of Issue: April 14, 2008

Policy Subject: **FLOWERS & DONATIONS**

POLICY STATEMENT:

The purpose of this policy is to provide a fair flower/donation guideline to be followed for all Town employees.

PROCEDURES:

- a) In the event that an employee/employer is hospitalized for a period of more than three days, a flower arrangement or fruit basket may be sent (degree of illness shall be a consideration).
- b) Family of Employee/Employer
In the event of the death of an employee/employer spouse, children, father or mother; only a flower arrangement or equivalent donation shall be sent on behalf of Council.
- c) Flower arrangements and/or donations are not to exceed \$50.00 (plus delivery expenses in the case of flowers).

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

