


MEMORANDUM



To: All Department Directors
From: Ghida S. Neukirch, City Manager 
Date: March 21, 2016
Re: City Policy on Sending Flowers or other Arrangements

The following is the City's policy on sending flowers or other arrangements in the event of an employee illness or funeral of an employee's family member. Family is defined as set forth in the City's Employee Handbook, "Employee's spouse, civil union partner or domestic partner and any of the following relatives of an employee or of an employee's spouse, civil union partner or domestic partner: child or grandchild; spouse of child or grandchild; parent; grandparent; and sibling".

Employee Sickness:

Please notify the City Manager's Office when an employee is hospitalized so that the City Manager can send correspondence to the employee. It is the City's policy not to pay for sending a floral arrangement or comparable gesture to the hospital or other location if an employee is on sick leave.

Funerals:

It is the City's policy to send a floral arrangement, refreshment tray or other comparable condolence from the City of Highland Park in the event of the death of an employee's parents, spouse/partner, or children. Other family members may be included as determined by the Department Director or City Manager. The order should be sent from the "City of Highland Park" and made by the Department of the employee.

A charitable donation should not be made on behalf of the City in lieu of flowers.

The Department Director should send written notification of a death in the family to the Office of the City Manager and Senior Staff. This notification should include the following information: the name of the deceased and his/her relationship to the employee, the dates of visitation, and the name and address of the funeral home where the flowers are to be sent. The City Manager's Office may also notify the City Council, appointed officials and other community members as appropriate.

Thank you.

GSN/jad