

## **2. EMPLOYEE RECOGNITION**

### **2-2. Hospitalization/Death Acknowledgement**

(Adopted by the Board of Supervisors on November 3, 2004, unless otherwise noted.)

#### **2-2.1. Purpose**

- 2-2.1.1. To establish guidelines for acknowledging an employee's hospitalization or the death of an immediate family member or past or current Board of Supervisors member.
- 2-2.1.2. To restrict the use of public funds used to acknowledge the hospitalization or death.

#### **2-2.2. Disclaimer**

- 2-2.2.1. Nothing in this policy shall be construed to mean that the acknowledgements discussed are due any employee.
- 2-2.2.2. The County's response to an event as detailed in this policy shall be determined on a case-by-case basis given the unique circumstances of each case and the available funding. Not all cases meeting the criteria of this policy shall necessarily receive acknowledgement.

#### **2-2.3. Definitions**

- 2-2.3.1. Employee – any permanent employee of the County.
- 2-2.3.2. Flowers – for a death, the flower shall be a reasonably priced potted plant; for a hospitalization, a fruit basket (or similar item) may be sent in lieu of flowers.
- 2-2.3.3. Hospitalization – an anticipated hospital stay of more than two days.
- 2-2.3.4. Immediate Family – as defined in the County personnel manual.

#### **2-2.4. Use of Public Funds**

- 2-2.4.1. This policy authorizes the Clerk to the Board of Supervisors, or Director of Social Services or Constitutional Officer for their respective employees, to use public funds to purchase flowers as detailed below. Expenses in each instance shall be kept to a minimum.
- 2-2.4.2. Departments/Agencies are hereby prohibited from utilizing public funds to further acknowledge the event or to acknowledge an event not expressly included in this policy.

#### **2-2.5. Hospitalization Acknowledgement**

- 2-2.5.1. When an employee of the Department of Social Services or a Constitutional Officer becomes hospitalized, the DSS Director or Constitutional Officer may initiate routing a get well card to appropriate departments and order flowers (or other item as appropriate).
  - 2-2.5.1.a. If flowers are ordered, notification must be sent to the Clerk to the Board of Supervisors stating the vendor used, the employee the flowers were sent to,

and the amount of the invoice.

- 2-2.5.2. When an employee of the County Administrator becomes hospitalized the employee's Department Head shall notify the Clerk to the Board of Supervisors.
  - 2-2.5.2.a. Such notification shall include: the anticipated length of stay, hospital, floor and room number if available.
  - 2-2.5.2.b. If known, notification shall also state if the employee is in a unit that does not allow flowers.
  - 2-2.5.2.c. The Clerk to the Board of Supervisors shall initiate routing a get well card to appropriate departments and order flowers (or other item as appropriate).

## **2-2.6. Death of Employee or Their Immediate Family Acknowledgement**

- 2-2.6.1. When an employee of the Department of Social Services or a Constitutional Officer or his/her immediate family member dies, the DSS Director or Constitutional Officer may initiate routing a sympathy card to appropriate departments and order flowers (or other item as appropriate).
  - 2-2.6.1.a. If flowers are ordered, notification must be sent to the Clerk to the Board of Supervisors stating the vendor used, the employee the flowers were sent to, and the amount of the invoice.
- 2-2.6.2. When an employee of the County Administrator or his/her immediate family member dies, the employee's Department Head may notify the Clerk to the Board of Supervisors.
  - 2-2.6.2.a. Such notification shall include: the name and relation of the family member that passed away, the name of the funeral home or church where services will be held, and the date of the funeral.
  - 2-2.6.2.b. The Clerk to the Board of Supervisors may initiate routing a sympathy card to appropriate departments and order flowers (or other item as appropriate).
- 2-2.6.3. When a past or current Board of Supervisors member dies, the Clerk to the Board of Supervisors shall send flowers from the Board of Supervisors.