

Effective Date: 8/23/2021
 Supersede Date: 05/02/2013
 Policy Number: 111

**TOWN OF WENDELL
 POLICY FOR FLOWERS AND GIFTS FOR TOWN EMPLOYEES, TOWN ELECTED OFFICIALS AND
 OTHER MUNICIPAL OFFICIALS**

The following policy shall apply to all town employees and all elected town officials:

1. If there is a death in the immediate family of any Town Employee or Town elected official and it is determined that the sending of flowers or a suitable gift would be appropriate, such flowers or gift may be sent as determined by the Town Manager or Mayor at a cost not to exceed \$75.00. The sending of flowers or gifts will be handled by individual Departments based on approval from the Town Manager.
2. If there is a birth of children to a Town Employee, flowers or suitable gifts may be sent at a cost not to exceed \$50.00.
3. If a Town employee or Town elected official is hospitalized beyond out-patient surgery or is listed in critical condition, the Town Manager may authorize the sending of flowers or suitable gift not to exceed the cost of \$75.00.
4. If there is an individual of some other unit of government, elected or otherwise, hospitalized or in the event of a death and it is determined by the Town Manager or Mayor that sending of flowers or a suitable gift would be appropriate, such flowers or gift may be sent at a cost not to exceed \$75.00.
5. Flowers may be sent on other occasions as deemed appropriate by the Town Manager.

NOTE: Immediate family includes:

Spouse	Parent (Mother/Father)	Child (Daughter/Son)	Brother/Sister	Grand/Great	Dependents / Life Partner
Husband Wife	Biological Adoptive Step in Loco Parentis In- law	Biological Adoptive Foster Step in Loco Parentis In-law	Biological Adoptive Step Half In-law	Parent Child Step In-law	Living in the employee's household

Marc Collins
 Town Manager
 August 1, 2021