

Effective Date: 5/02/2013
Supersede Date: 1/15/2003
Policy Number: 111

TOWN OF WENDELL
POLICY FOR FLOWERS AND GIFTS FOR TOWN EMPLOYEES 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.
2. If there is a birth of children to a Town Employee, flowers may be sent at a cost not to exceed \$50.00.
3. 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.
4. Flowers may be sent on other occasion as deemed appropriate by the Town Manager.

NOTE: Immediate family includes spouse, son, daughter, mother and father.

Teresa D. Piner
Town Manager
Revised: May 2, 2013