

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES	PAGE
Flowers Due to Hospitalization or Death	D – 2	1	June 1, 2007		1 of 1

Prepared By: Policy Review Committee

Approved By: Grant Goings
City Manager

1.0 Purpose

To establish a uniform system for purchasing flowers for employees, immediate family members, and retirees.

2.0 Policy

The City of Wilson may purchase flowers for employees, immediate family members and retirees.

3.0 Scope

All full-time employees and retirees are covered by this policy.

4.0 Definitions

4.1 Employee: Persons actively employed with the City of Wilson.

4.2 Retiree: Persons who retired from employment with the City of Wilson through the North Carolina Local Government Retirement System.

4.3 Immediate Family: For purposes of this policy, immediate family shall include spouse, parent, guardian and child. Immediate family may be extended to include others where the degree of closeness of the relationship to the employee warrants consideration and when approved in advance by the City Manager.

5.0 Rules/Procedures

5.1 Flowers shall be ordered by the department when the following situations occur:

5.1.1 Hospitalization of a Council Member, retiree, employee or immediate family member.

5.1.2 Death of a Council Member, retiree, employee or immediate family member

5.2 Flowers shall usually consist of a bud vase for hospitalizations and funeral wreath on a stand or a potted plant for deaths.