

# Carbon County Employee Flower Fund Policy and Guidelines

*Disclaimer: while it is the intent to treat all employees equally, if the Flower Fund Committee is not informed of an illness, death, birth or adoption (as indicated below) within 10 days of the event, there may not be a donation made as outlined below. It is up to the supervisors and the employees working in the departments, to inform the Flower Fund Committee as soon as possible.*

\* \* \* \*

The purpose of the Carbon County Employee Flower Fund is to provide comfort, show concern, or to say congratulations for those special occasions such as a retirement, marriage, birth or adoption of a child, or when things are not going so well as with an illness or the death of a loved one. It is comforting to know that our friends at Carbon County care about us. But, with so many departments and employees, it is hard to be consistent and fair to everyone.

For a small contribution – \$2 per month – we can let our fellow employees know that we are thinking about them and sending our best wishes to them during these monumental times of our lives.

To participate, complete the attached enrollment form and give it to Micha Marrelli by July 1, 2011. This allows your contribution to be deducted directly from your paycheck. Every year, a new enrollment form will need to be completed for continued participation.

Guidelines have been established pending the continued availability of funds as follows:

## **Services for all employees *not* participating in Flower Fund**

- Congratulation cards will be sent for the marriage of any employee or for the birth or adoption of a child to any employee.
- Sympathy cards will be sent after the death of an employee's immediate family member (spouse, child, mother, father, brother, sister or for their spouses mother or father).
- Get well cards will be sent to any employee who is hospitalized and for those who are sick for more than two (2) weeks.
- Retirement cards will be sent to any employee retiring with ten (10) or more years of service.

## **Services for all employees participating in Flower Fund**

Flowers or Gift Baskets will be sent:

- When an employee who is a member of the Flower Fund is hospitalized overnight or undergoes same-day surgery. *This does NOT include cosmetic or corrective vision surgery, wisdom teeth extraction, or other elective medical procedures of a non-serious nature.*
- For the birth or adoption of a child to an employee who is a member.
- For the death of an immediate family member. (An arrangement will be sent to the funeral unless the family requests donations in lieu of flowers and then a monetary *donation will be sent*).

### **Retirement Recognition:**

- Any fund member employee retiring with ten (10) or more years of service will receive a commemorative plaque and a \$25 gift certificate in appreciation for their contribution to the County.

Thank you for participating.

For more information, please contact: Rose Barnes (636-3290) or Micha Marrelli (636-3708).