
 Town of Swansboro	<h1>Personnel Policy</h1>		<b>Employee Benefits</b> <b>Floral Gifts</b>	
			Number: Article VI; Section 16	Revisions: 1
	Supersedes: Administrative Policy # 14		Approved By: 	

## ARTICLE VI. EMPLOYEE BENEFITS

### Section 16. Floral Gifts

The Town Manager and the Board of Commissioners recognize the possibility that each employee, at some time, may undergo the stress of personal illness that may necessitate hospitalization. At such times, it shall be the policy of the Town Manager and the Board of Commissioners that flowers be sent to the employee at the time of hospitalization as a sign of good wishes for a healthy recovery.

In the instance of the death of an employee, or any immediate family member of the employee, (to include spouse, children, parents, brother, or sister), flowers will be sent to the funeral home, church, or the home as a memorial remembrance.

It shall also be policy that the maximum cost of these floral gifts will be limited to Seventy-Five Dollars (\$75.00).