

FLOWERS AND GIFTS

PURPOSE:

To provide an appropriate and consistent response from the University when life changing events occur in the life of faculty and staff.

SCOPE:

In the event of a birth or adoption of a child to a member of faculty or staff (with the exception of temporary and student employees), the Office of Human Resources will send an appropriate, congratulatory floral arrangement to the home or hospital on behalf of "Christian Brothers University Faculty and Staff".

In the event of hospitalization or death of an employee or immediate family member covered by this policy, the Office of Human Resources will send an appropriate floral arrangement or monetary contribution on behalf of "Christian Brothers University Faculty and Staff".

- Spouse or partner
- Son or daughter (including stepchildren)
- Brother or sister
- Grandchildren
- Employee's parents and grandparents
- Employee's mother-in-law and father-in-law, brother-in-law and sister-in-law, son-in-law and daughter-in law

Human Resources should be notified as soon as possible when a death has occurred. Based on the wishes of the family, HR will either send flowers (to the funeral home or the employee's home address) or make a donation in memory of the deceased to the family's charity of choice.

Human Resources will send flowers or a fruit basket when an employee has been hospitalized or has a serious illness. Please notify HR as soon as you are aware of an employee in one of these circumstances.

PROCEDURE:

The employee's department is responsible for notifying the office of Human Resources in the event requiring acknowledgement and any special requests (monetary contribution in lieu of flowers).

For flowers, the office of Human Resources will place the order with the local designated florist, providing the information from employing department or organization.

Alternates to floral arrangements may be considered: Fruit and Gourmet Baskets, Plants, Stuffed Animals.

For monetary contributions the office of Human Resources will complete and submit a check requisition for the amount of the donation. If necessary, the office of Human Resources will contact the charitable organization to obtain the required federal identification number.

All expressions of concern (i.e. floral arrangements for funerals, celebrations, etc.) must be routed through the operational procedure above. Any purchases made outside of this procedure will be considered personal expenses and will not be reimbursed. If individuals use their CBU issued Purchasing Card for unapproved charges, reimbursement to the University should occur no later than 30 days from the transaction date. You may be subject to disciplinary action if these procedures are not followed.