



**TOWN OF ALAMEDA
General Government Policy**

POLICY No. 100-8

CONDOLENCE/HOSPITALIZATION POLICY

An appropriate gift shall be sent to an employee or council member in the event of hospitalization or death of an employee or council member, or their immediate family*. In the event of death of a past council member or employee or their spouse or child an appropriate gift shall be sent to a past council member who presided on Town Council for two or more terms or an employee employed for more than three years who still resides within Alameda.

Definition: ***Immediate Family** – spouse, parent, grandparent, child, grandchild, brother or sister or the spouse of the brother or sister; or the employee’s spouse’s parent, grandparent, child, grandchild, brother or sister or the spouse of the brother or sister.

The term “spouse” means, concerning an employee:

- (i) the legally married spouse of the employee; or
- (ii) a person with whom the employee cohabits and has cohabited as spouses:
 - a) continuously for not less than two years; or
 - b) in a relationship of some permanence if the person and the employee are the parents of a child.

APPLICATION

In the event of the death of any employee, council member or their immediate family a floral arrangement costing approximately \$75.00 shall be sent to the funeral home. Where the bereaved family specifies in lieu of flowers a contribution be made to a registered charitable organization, Council will donate an amount equivalent to the value of the floral arrangement.

In the event of hospitalization for critical illness or injury of any employee, council member or any of their spouse, parent or child, a fruit basket or floral arrangement costing approximately \$75.00 shall be sent to the employee’s or council member’s residence.

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In the event of the death of any past employee, past council member or their spouse or child a floral arrangement costing approximately \$75.00 shall be sent to the funeral home. Where the bereaved family specifies in lieu of flowers a contribution be made to a registered charitable organization, Council will donate an amount equivalent to the value of the floral arrangement.

RATIONALE

To provide an appropriate gesture of support in a time of need.

Document Revision History:

Document Title:	Revision Date:	Approved By: