

Expression of Support Policy

1.0 Policy Statement

The City of Mount Pearl shall support employees and their families during difficult times by providing support and expressing sympathy. An expression of sympathy may take the form of flowers, or a donation of equivalent value to a registered charity if requested by the family.

2.0 Scope

This policy applies to Members of Council and all City of Mount Pearl employees at all locations. In addition, this policy is also to meant for condolences, get well gifts, and death announcements.

3.0 Purpose

To establish a policy for the City of Mount Pearl that outlines the City's commitment to providing support and expressing sympathy through floral arrangements as means of recognizing certain life events and indicating to Council members and City employees that they are valued.

4.0 Receipt of Gifts

For this policy, the term "immediate family members" is as outlined in the collective agreement. The City may provide flowers or a donation to the charity of the family's choice in the following situations:

A. Staff:

- Illness, short-term disability takes effect;
- Employee death; or,
- Death of immediate family member, as outlined above.

B. Council:


- Death of Council/ Committee Member;
- Death of former Council/ Committee Member;
- Death of immediate family member, as outlined above; or,
- Illness when second Council or Committee meeting missed.

C. Other:

- Illness or death of a retired employee, a prominent City of Mount Pearl resident, or
- any other person at the discretion of the Chief Administrative Officer or the Mayor on behalf of Council.

The flowers to be ordered on behalf of the City of Mount Pearl shall be \$100.00 per arrangement (including taxes and delivery) or a \$100.00 donation to the charity of the family's choice. No other tributes donations should be sent from departmental budgets.

5.0 Approvals



Steve Kent, Chief Administrative Officer

February 21, 2019

Date