I. POLICY STATEMENT

All Motlow personnel are eligible to participate in a campus-wide flower fund. The Human Resources Office administers the fund; the following guidelines describe the contributions and coverage.

II. CONTRIBUTIONS

A. Each participant who wishes may contribute $5.00 or more during the fall semester of each year.

B. Contributions may be made by an approved payroll deduction or by payment directly in the Business Office.

C. If additional funds are needed, personnel will be notified via memorandum or e-mail message.

III. USAGE OF FUNDS

A. Flowers (or a requested substitute) will be sent upon the death of:
   1. a regular employee,
   2. a regular employee’s spouse,
   3. children or step-children of a regular employee

B. A sympathy card will be send upon the death of:
   1. a regular employee's parents or step-parents
   2. a regular employee's spouse's parents, step-parents

C. Flowers will be sent upon the hospitalization of a regular employee of Motlow State Community College.

D. A get-well card will be sent upon the hospitalization of a regular employee's spouse.

E. The Office of Human Resources should be notified immediately in the event of the death or hospitalization of one of the above.