



Category
<b>FLOWER FUND – 4:10:05:00</b>
Approval
<b>Leadership Council Approved:</b> May 24, 2016
<b>Effective Date/Approved:</b> May 24, 2016
<b>Revised:</b> August 9, 2011; May 24, 2016
<b>Responsible Party:</b> Executive Director of Human Resources

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**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 sent 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.