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## SENDING ACKNOWLEDGEMENTS

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### I. POLICY

The Town of Davidson will acknowledge employees, elected officials and immediate family members for certain life events, such as, death, hospitalization, surgery, birth, and adoption.

### II. PURPOSE

To expend the appropriate amount of funds on an acknowledgement to demonstrate the concern, care, and sensitivity to our employees and their families during important life events.

### III. PROVISIONS

**A. Notification:** The Department Head or Town Manager shall notify the Human Resources Director of the need for acknowledgement.

**B. Arrangements:** The Human Resources Director will arrange for an acknowledgement to be purchased and delivered and it shall be signed, "Town of Davidson Staff".

**C. Spending Allowance:** Allowance for each life event is \$50.00. Spending allowance may be increased under special circumstances as determined by the Town Manager.

### D. Eligibility

- a. Death –Employee, Employee’s immediate family member, Elected Official, or Elected Official’s immediate family member
- b. Hospitalization or surgery- Employee or Elected Official requiring leave time from work of more than 7 days
- c. Birth or Adoption of a child – Employee or Elected Official

### E. Additional Notes

- a. Individuals may choose to opt-out of receiving any acknowledgements by notifying their supervisor of their privacy request.
- b. Any department wishing to send flowers or gifts in addition to what is sent by the town may do so on their own.

#### **IV. DEFINITIONS**

**A. Immediate Family Member:** For the purposes of this policy, an “immediate family member” includes spouse or partner, child, parent, sibling, grandparent, or grandchild. This includes terms “in-law” and “step”.

**B. Appropriate Acknowledgement:** For the purposes of this policy an “appropriate acknowledgement” depends on the life event and may include flowers or plant arrangement, gift basket/care package, or donation to an organization of choice.

#### **V. ADDITIONAL CONTACTS**

Human Resources

#### **VI. SCOPE**

As of November 26, 2018, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.

#### **VII. AUTHORIZATION**



Jamie Justice  
Town Manager