

MARSHALL MUNICIPAL UTILITIES

POLICY FOR SENDING FLOWERS

Approved by the Board of Public Works 2/14/06

MMU will attempt to send flowers in the following instances:

(This is dependent upon a timely awareness of the situation to allow for ordering and delivery. If a supervisor becomes aware of a situation meeting the following criteria, he/she should contact the Accounting Office or the Employee Relations Manager with details as soon as possible.)

1. Death or hospitalization of a current employee.
2. Death of a:
 - a. current full-time or part-time employee's
 - sibling
 - child or child's spouse
 - grandchild
 - parent or spouse's parent
 - spouse or significant other
 - grandparent
 - b. retired employee or spouse
 - c. current or past Board member
3. Any other situation that management feels is appropriate.