



Enriching Lives & Connecting Communities

Remembrances

Administration
Policy No. 1045

Revision Date: December 16, 2013

Policy Statement

The Richland County Recreation Commission remembers employees, Commissioners, friends of the Commission and families of each when it is appropriate.

Gifts: Flowers, Fruit Baskets, Food Trays

Gifts are sent to the following:

1. A Commissioner or Commissioner's family upon the death of a Commissioner or a member of his/her immediate family.
2. An employee or employee's family upon the death of a full-time employee or a member of his/her immediate family.
3. A Commissioner who is hospitalized for illness, injury or the birth of a child.
4. An employee who is hospitalized for illness, injury or the birth of a child.

Cards or Letters: Congratulations, Sympathy and Get Well

Cards or Letters are sent to the following:

1. A Commissioner or employee for their accomplishments such as Retirement, Honors, etc.
2. A Commissioner or employee who has suffered a loss in his/her immediate family not living in his/her household.
3. A friend of the Recreation Commission (at the discretion of the Executive Director) who is hospitalized or who has suffered a loss in his/her immediate family. Also, the family of a friend of the Recreation Commission upon the death of the friend.

A supply of cards will be maintained by the Executive Assistant. Cards or letters are sent from the Commission staff and from the Commissioners when appropriate. When including personal messages from employees in a card, an effort should be made to allow all members of the appropriate employee group to include a message.

The need for remembrances should be immediately brought to the attention of the Executive Director or the Human Resource Manager so that a timely remembrance can be sent to the appropriate person.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.