
 <b>Florida Institute of Technology</b> Personnel Policies & Procedures	<b>Flower &amp; Gift Policy</b>			
	Applicability Employee Classes: All <u>except</u> : Temporary and Student employees	Effective: 9/4/98	Approved:  Lynn E. Weaver, President	Page 1 of 2

A. POLICY

In the event of the birth or adoption of a child to an employee, the Office of Human Resources will send an appropriate, congratulatory floral arrangement to the home or hospital on behalf of “Florida Tech Faculty and Staff”.

In the event of the hospitalization or death of an employee or relative covered by this policy, the Office of Human Resources will send an appropriate floral arrangement or charitable contribution on behalf of “Florida Tech Faculty and Staff”.

B. DEFINITIONS AND PROCEDURES

1. Employees assigned to the following employee classes are covered by this policy: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 16, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 and 61. See the *Employee Class* policy for an explanation of the employee classes.
2. The employee’s department is responsible for notifying the Office of Human Resources of the event requiring acknowledgement and any special requests (such as a donation in lieu of flowers).
3. For flowers, the Office of Human Resources will place the order with a local florist, providing the information provided by the employing department.
4. For charitable donations the Office of Human Resources will complete and submit a check requisition for the amount of the donation. If necessary, the Office of Human Resources will contact the charitable organization to obtain the required federal identification number.
5. For the purpose of this policy, covered relatives include: the employee, spouse, parents (including step-parents and in-laws), children (including step-children), siblings and the employee’s grandparents.

6. As of the date of this policy, costs should not exceed \$50.00 (to include service charges, where appropriate).
7. Individual departments may elect to acknowledge the event in addition to the action taken by the Office of Human Resources, but such purchases are not eligible department expenses and must be paid by the individuals in the department.