

City of St. John's
Policy No.: 03-06-07
Condolence Policy

Adopted by Council: June 11, 2012

Last revision Date:

PURPOSE

To define the method for expressing the City's sympathy at the death of an employee or an employee's immediate family.

POLICY STATEMENT

1. It is the policy of the City of St. John's to support employees and their families through an expression of sympathy upon the death of an employee or an employee's immediate family.
 - a) An expression of sympathy may take the form of flowers or a donation of equivalent value to a registered charity if requested by the family. The cost is not to exceed \$100.
 - b) The expression of sympathy will be arranged by the Department of Corporate Services.
 - c) The expression of sympathy will be accompanied by a card from the Mayor, Council and Staff.
 - d) All costs associated with the expression of sympathy will be taken directly from the budget for the Mayor and Council.

DEFINITIONS

2. For the purpose of this policy the following terms are defined.
 - a) "Immediate family" means an employee's spouse, parent, child, brother or sister, in a full, half, step or foster relationship.
 - b) "Parent" means a biological, adoptive or stepparent.

Approvals

Finance and Administration Standing Committee report – June 6, 2012. Regular Meeting of Council – June 11, 2012

Responsibility

Department of Corporate and Information Services, City Clerk