

**TOWN OF  
AMHERSTBURG**



**POLICY NO.:** H15 - Expressions of Care  
**SOURCE:** Council Motion  
**SECTION:** Reports – Human Resources  
**DATE ENACTED:** June 14, 2005  
**DATE OF AMENDMENT:** March 4, 2013

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**SUBJECT:**

Expressions of Care for Full/Part Time Permanent Town Employees/Council Members.

**PURPOSE:**

To recognize special occurrences in the lives of Town of Amherstburg employees and Council Members.

**SCOPE:**

This policy will apply to all full/part time permanent employees and Council Members.

**POLICY STATEMENT:**

When Town employees or Council members face joyful, sorrowful or special occurrences in their lives, the occurrence will be recognized in an appropriate manner to express the support of the Corporation. Upon notification of a bereavement, birth or hospitalization of a full/part time permanent Town employee/Council member, the Chief Administrative Officer will send an appropriate token on behalf of the Corporation.

**1. Bereavement**

A floral tribute or charitable donation in the amount of \$75.00 (including tax and delivery) will be presented on behalf of Council and Administrative staff to full/part time permanent Town employees/Council members upon the death of the employee's/member's spouse or common-law spouse, child, step-child, or parent.

**2. Births/Adoptions**

A floral tribute or gift basket in the amount of \$75.00 (including tax and delivery) will be presented on behalf of Council and Administrative staff to full/part time permanent Town employees/Council members to celebrate the birth/adoption of a child.

### **3. Hospitalization**

A floral tribute or gift basket in the amount of \$75.00 (including tax and delivery) will be presented on behalf of Council and Administrative staff to full/part time permanent Town employees/Council members when hospitalized for a period of time or recuperating at home following major surgery or accident.