


# CITY COMMISSION POLICY

<b>GRAND RAPIDS</b>  <b>MICHIGAN</b>	<b>NUMBER:</b> 600-03	<b>HISTORY</b>	
	<b>DATE:</b> January 13, 1987	<b>FILE #</b>	<b>DATE</b>
	<b>FILE NUMBER:</b> 47833	63657	07/22/97
	<b>DEPARTMENT:</b> ADMIN. SERVICES		

**SUBJECT:** CITY CONDOLENCES UPON THE DEATH OF CITY EMPLOYEES

**PURPOSE:** To generally define the method of expressing the City's regret at the death of a permanent City employee and to authorize the Human Resources Department to manage the process by which this expression is conveyed.

**POLICY:**

- A. The policy of the City of Grand Rapids to express its sympathy at the death of one of its permanent employees will be:
  - 1. The purchase of an appropriate standard size floral display with a note expressing the sympathy of the City of Grand Rapids. Other comparable expressions of sympathy, in lieu of flowers, are permitted, if preferred by the employee's family. Cost of the floral display or other expression of sympathy (e.g., charitable donation) shall not exceed \$100.00.
  - 2. A letter of sympathy to the surviving spouse and/or family, signed by the Mayor or other appropriate City official.
  - 3. Other specific actions relative in nature to #2 above, as deemed appropriate.
- B. The Human Resources Director, or designee, will exercise judgment relative to, and be responsible for, the initiation and administration of the preceding actions.
- C. Charges incurred pursuant to this policy will be incorporated into the Human Resources Department budget and payment for such invoices promptly authorized.