



City of St. John's Corporate and Operational Policy

Policy: 03-06-07 Condolence Policy

Status:

Issued By: Corporate and Information Services

Revision No:

Revision Date:

Date of Original Council

Approval: 2012/06/11

Rescind Date:

Index: 03 Human Resources

Section: 06 Employee Relations

Title: 07 Condolence Policy

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.

Application

Responsibilities

Department of Corporate and Information Services, City Clerk.

Definitions

References/Appendix

[attachment "03-06-07 Condolence Policy.pdf" deleted by Helen Miller/CSJ]

Monitoring and Contravention

Approvals

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

Review Period

Available to Public

- ☒ Yes
- ☐ No