

TITLE II
ADMINISTRATIVE REGULATIONS
CHAPTER 33 FLOWER POLICY

33.1 Purpose

Upon certain occasions, the Town feels it appropriate to send a floral arrangement in order to express sympathy in times of tragedy. Upon the death of a Town employee or immediate family member of the Town employee, the Town will send a floral arrangement at the request of the employee's department. This policy has been created to provide consistency throughout the Town.

33.2 Policy

- A. Appropriate Occasions
 - 1. Floral arrangements may be sent in situations where there has been a death of either a Town employee or immediate family member of the Town employee. Other occasions may also be designated as appropriate for sending floral arrangements at the Town Manager's discretion.
 - 2. Immediate family member of a Town employee is defined as a spouse, child, or parent of the Town employee.
- B. Procedures
 - 1. Any request must be sent from the employee's department to the Town Secretary's Office to order the floral arrangement.
 - 2. All orders and purchases of floral arrangements will be handled by the Town Secretary's Office, on behalf of the Mayor, Town Council, and Town staff.
- C. Cost and Expenditures
 - 1. The Town's funding of each floral arrangement should not exceed \$100. This amount will be reviewed periodically and adjusted for inflation as needed, or it may be adjusted at the Town Manager's discretion.
 - 2. Departments may not use departmental budgets to purchase floral arrangements; arrangements will be paid for out of the Town Secretary's budget.
- D. This policy does not restrict individual employees from taking up personal collections to send floral arrangements or gifts; it only specifies the criteria for using Town funds.

The Town of Flower Mound Flower Policy is hereby approved this 24th day of January, 2014.

Signed (original located in HR Master File)
Jimmy Stathatos, Town Manager