

**STARLAND COUNTY
POLICY MANUAL**

FUNCTION: Personnel (All Departments)
FUNCTION NUMBER: 130
POLICY: In Memoriam / Donations Policy
POLICY NUMBER: 130-21
DATE: July 14, 2009

Purpose: To establish a uniform in memoriam process to deal with donations, gifts and purchases in recognition of an employee, council member or long term contractor.

1.0 Eligibility:

All Starland County current and past employees, all Starland County current and past council members, and all local principal contractors working with the County will be eligible for in memoriam recognition as per the schedule below.

In memoriam recognition will also be extended to a Council member or C.A.O. of a municipality that is directly adjacent to Starland County.

Council can direct an in memoriam donation or purchase of flowers to any other individual not covered by this policy by passing a motion to do the same.

2.0 Schedule of Donations:

An in memoriam donation in the following amounts will be arranged by the Chief Administrative Officer when notified of a death:

Category	Donation Amount	Donation Options
Employee or Council member with less than 5 years of service with Starland County.	\$100.00	The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options.
Employee or Council member with 5 or more years of service with Starland County.	\$200.00	The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options.

Category	Donation Amount	Donation Options
Direct relative of an Employee or Council member with less than 5 years of service with Starland County.	\$100.00	<p>The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options.</p> <p>Direct relative to be defined as: spouse, father, mother, son or daughter.</p>
Direct relative of an Employee or Council member with 5 or more years of service with Starland County.	\$200.00	<p>The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral, or can arrange for a combination of both options.</p> <p>Direct relative to be defined as: spouse, father, mother, son or daughter.</p>
Local long term contractor that has provided a service to Starland County for less than 5 years.	\$50.00	The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral.
Local long term contractor that has provided a service to Starland County for 5 or more years.	\$75.00	The C.A.O. can choose to support the donation request of the family or provide for flowers at the funeral.
Council member or C.A.O. of a municipality that is directly adjacent to Starland County.	\$50.00	The C.A.O. will arrange for flowers at the funeral, and send an appropriate card from the County.
Other Categories – Those that may not specifically be covered by the policy.	\$50.00	<p>The C.A.O. will arrange for flowers at the funeral, and send an appropriate card from the County.</p> <p>The C.A.O. is herein given the authority to use his discretion in sending flowers for other situations that may not be covered by the Policy.</p>

3.0 Payment for Donations:

The C.A.O. will arrange for the purchase of flowers or payment of donations as soon as possible after being notified of a death covered by the policy. If possible, any donations will be made using the Starland County Mastercard, and copies of taxable receipts issued will be attached to the account. Alternatively, the C.A.O. can make a cash donation and be reimbursed upon submission of confirmation of the donation amount.

4.0 Review of Recognition Program:

The Municipal Administrator will review the Policy with Council every two years, to ensure that the donation amounts are maintained at appropriate levels.

5.0 Effective Date:

This policy was approved by Council this 14th day of July, 2009.

Policy Amendments: