



## Employee Recognition/Memorial Procedure

The ECC Foundation, on behalf of the College, sends something to a full-time employee for the birth/adoption of a child, hospitalization for illness or surgery and/or for the death of an immediate family member. **The department will be responsible for securing the employee approval and for contacting the Foundation Office with the specific details. Please send an email to [foundation@eastcentral.edu](mailto:foundation@eastcentral.edu) which includes:**

- Who is receiving the gift?
- What would they like to have?
  - Fresh Flowers
  - Plant
  - Garden Item (i.e. stepping stone)
  - Donation (\$50) to an ECC Scholarship
    - Please designate the scholarship. <https://www.eastcentral.edu/foundation/new-scholarships-endowments/>
- The address – home/hospital/funeral home - they are being sent to and a phone number
- Why the flowers are being sent- so the card is appropriate.

**If a department wants to send flowers to an employee for other situations not covered by the Foundation, they may do so, but the College/department budgets should not fund the purchase of flowers in these situations.**

### Eligibility rules:

#### Adoption/Birth:

- Employee's child by birth or adoption

#### Hospitalization for illness or surgery:

- Employee only
- Supervisor must have approval by employee to send flowers

#### Death:

- Full time Employee, Retiree or Employee's:
  - Spouse, Mother (step), Father (step), Child (step), Mother in law or Father in law

We will need to know the deceased's name, date of service and funeral home.

NOTE: If the employee requests no gift but a donation to be made instead, the donation can only be made to a Foundation fund. (Please talk to the Foundation about the choices available.) The Foundation cannot donate to another organization.

May 2013; Updated August 2020