**ECC Foundation Employee Flower / Foundation Fund Procedure**

The ECC Foundation, on behalf of the College, sends flowers 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.  If the employee requests no flowers but a donation to be made instead, the donation can only be made to an ECC Foundation Fund.

The department will be responsible for securing the employee approval and for contacting the Foundation Office with the specific details which should include:

* Name of the employee/family member who is to receive the flowers
* Address to send the flowers which could be home, hospital and/or funeral home along with a phone number
* Reason for the flowers so that an appropriate card is sent.

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.

NOTE:  For Donations to an ECC Foundation Fund, please talk to the Foundation about the choices available. The Foundation cannot make a donation to another organization.

**Eligibility:**

Birth/Adoption

* Employee and/or Spouse
* ECC announce is ok to use provided the employee has granted permission.

Hospitalization for illness or surgery

* Employee (only)
* Supervisor must have approval by employee to send flowers
* No ECC announce - ECC has a legal obligation to protect the privacy of the employees and comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in regards to disclosing Protected Health Information (PHI). <http://www.hhs.gov/ocr/privacy/>

Death

* Employee, Retiree or Employee’s Spouse, Mother (step), Father (step), Child (step), Mother in law, and/or Father in law
* ECC announce is ok to use provided the employee has granted permission.

Adopted May 2013