

ADMINISTRATIVE POLICY NO. 08-02R

CONDOLENCES UPON THE DEATH OF AN EMPLOYEE
OR FAMILY MEMBER

I. POLICY ISSUANCE

This policy replaces Administrative Policy 08-02. The purpose of the revision is to adjust the dollar amount allocated for flowers or donations.

II. PURPOSE AND POLICY

It is the policy of the City and Borough of Juneau to support employees and their families through an expression of sympathy upon the death of an employee or a member of an employee's immediate family.

III. POLICY GUIDELINES

The usual means of expression shall be by providing flowers at the home of the employee or family, the funeral parlor, funeral, or memorial service as preferred by the employee and family.

In the event that the employee/family requests donations in lieu of flowers, the Human Resources-Risk Management Director shall request a check in an amount equivalent to the cost of flowers and their delivery, not to exceed \$100.00, to be delivered to the employee or family, or to a charity or fund designated by the employee or employee's family.

IV. DEFINITIONS


"Immediate Family" means an employee's spouse, domestic partner, parent, child, brother or sister, in a full, half, step, or foster relationship.

"Parent" means a biological or adoptive parent, a parent-in-law, or a stepparent.

V. GENERAL PROVISIONS

- A. Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska under the general direction of the City Manager.
- B. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Juneau, Alaska, this 2 day of March, 2016.


Kimberly A. Kiefer
City and Borough Manager