

**CITY OF PORTSMOUTH**  
**ADMINISTRATIVE POLICY**

**#9**

**February 2013**

**SUBJECT:** Expressions of Sympathy

**SCOPE:** In the event of the death of an employee or a member of an employee's immediate family, an appropriate expression of sympathy in the form of flowers, fruit basket, and/or card will be sent from the City Manager on behalf of City staff.

**ADMINISTRATION:** The supervisor responsible for granting "Death in Family" leave will complete the Notice of Death in Family form (attached) and forward to their Department Head for signing. After signing, the Department Head will forward the completed Notice of Death in Family form to the City Manager's Office.

The relationship of the deceased to the employee will determine the appropriate expression of sympathy to be provided as follows:

**A. Death of Employee**

In the event of the death of an employee, the Notice of Death in Family form should include the name and address of the employee's closest surviving relative, and the name and address of the funeral home making the funeral arrangements as well as the date and time of the funeral. The following procedure will be followed:

The City Manager's designee will contact the contracted florist to order an appropriate flower arrangement (basket or spray) to be delivered to the funeral home. The florist will be provided a supply of pre-signed cards to be included with the flowers, indicating that the flowers are from the City Manager and staff.

**B. Death of Member of Employee's Immediate Family Member**

In the event of the death of a member of an employee's immediate family (spouse, mother, father, son, or daughter), the following procedure will be followed:

The City Manager's designee will notify the contracted florist to send an appropriate expression of sympathy, i.e., fruit basket, potted plant, or small bouquet of cut flowers, to the funeral of the immediate family member. The florist will be provided a supply of pre-signed cards to be included with the flowers, indicating that the flowers are from the City Manager and the staff. If the information is not received in time for the funeral, the flowers or fruit basket will be sent to the employee's home.

**C. Death of Other Family Members**

1. At the request of the Department Head as deemed appropriate, the City Manager's Office will prepare an expression of sympathy, a large dish garden, to be sent to the employee's home in the event of the death of a close member of the employee's family, i.e., grandmother, grandfather, grandchild, sister, or brother.
2. At the request of the Department Head as deemed appropriate, the City Manager's Office will prepare an expression of sympathy, a medium dish garden, to be sent to the employee's home in the event of the death of a close member of the employee's family, i.e., mother-in-law, father in-law, son-in-law, daughter-in-law.