

CITY OF PLEASANT HILL

PUBLIC PURPOSE POLICY FOR THE EXPENDITURE OF FUNDS FOR EMPLOYEE FLOWERS AND SUSTENANCE SUPPLIES

The following are policy guidelines for the expenditure of city funds for employee flowers and sustenance supplies:

- The city may send flowers or a plant to the employees or family members of employees and/or elected or appointed officials (or former employees and/or former elected or appointed officials) who are suffering an illness or who experience a death in their immediate family. "Immediate family" shall be that as defined in the Personnel Policy Manual. The maximum city expenditure for said gifts should not exceed \$40.00 per gift (including delivery charges) for an illness, and \$40.00 per gift (including delivery charges) for a death. When requested by the family of the deceased, a memorial may be made to a charitable organization in the amount of \$40.00, in lieu of flowers or a plant.
- The department directors shall be responsible for the purchase of said gifts for employees under their supervision. The city manager may approve expenditures for flowers or a plant to other persons as appropriate.
- The city may purchase sustenance supplies for the city's use. Sustenance supplies will include, but not be limited to, the following items:

Coffee, coffee creamer, coffee filters, sweetener, paper products, including plates, cups, utensils, paper towels or napkins, and any products deemed necessary by the department director and falling under the term "sustenance."