



## **Condolence, Congratulations, and Other Recognition Guidelines**

Members of our College community frequently experience personal events—ranging from happy events such as the birth or adoption of a child to sad events such as the death of a loved one or a hospitalization—that the College wishes to recognize. In addition, the College is committed to celebrating the service and contributions of our employees. To help the College meet its goals while recognizing the limitations on our resources, in June 2004, we adopted “Condolence and Congratulations Guidelines.” The guidelines have been modified over the years to include other forms of recognition, such as retirements.

### **A. Condolences**

1. If any administrator learns of a death, illness, or similar event of a current or former faculty member (full-time or adjunct), staff member, student, Board of Overseers member, alumnus, or other friend of the College of Law, the administrator should alert the Dean as quickly as possible. Similar notification should be made if the spouse, child, or parent of people listed above occurs.
2. The Dean or the Dean’s designee will then alert other administrators and employees who need to know about the situation.
3. Administrators should alert their employees to inform them of these deaths, illnesses, or similar events as appropriate and subject to paragraph 4 below.
4. In most cases, no one should send an announcement about an event unless the person affected, or that person’s family or representative, gives his or her permission. Further, the communication of any sensitive or confidential medical information about an individual should first be reviewed by Human Resources. The Dean will typically send announcements regarding faculty members and department heads. Department heads typically will send announcements regarding their staff.
5. In the case of a death of a current or former faculty member (full-time or adjunct), staff member, student, Board of Overseers member, alumnus, or other friend of the College of Law or a hospital stay of more than one day of an employee, or an employee’s extended period of illness necessitating absence from work, the College typically should send flowers, a plant, or some other condolence or get-well gift. The price of the gift typically should be in the \$35 to \$75 range, depending on the circumstances. In some circumstances where a death has occurred, the family may request a donation in lieu of flowers. Because University policy prohibits using institutional funds for charitable donations, the

appropriate office will instead send a condolence card to the family on behalf of the institution. Only the Dean has discretion to approve a different course of action, or to recognize circumstances beyond what is contemplated under this policy.

6. Human Resources will send all flowers, gifts, etc., except to alumni and students. Student Life will arrange to send and pay for gifts to students. College Relations will arrange to send and pay for gifts to alumni. Other gifts will be charged to the General Institutional Account. When a person falls into multiple categories (i.e., both an employee and an alumnus/a, or both a student and an employee), please contact Human Resources to consult internally about which department will have responsibility under the particular circumstance.
7. One or more deans should send a personal note to the affected student, employee, or other friend of the College.
8. If the funeral or memorial service is in town, a representative of the College should attend.
9. The College will not as an institution take up a collection for an individual. However, if the person affected agrees, individual employees may, upon their own initiative, take up a collection for an affected student or employee. No material use of school resources should be used in such an effort to avoid issues of private inurnment.
10. In appropriate circumstances when the event in question is of a nature that the campus community as a whole is affected, such as the death of a current student, staff member, or faculty member, the Dean may authorize the use of additional College of Law resources to support memorial efforts.

## **B. Congratulations**

1. Administrators and staff should follow the notification procedures listed above for condolences.
2. The College of Law will send congratulatory gifts to current employees, students, Board of Overseers members, and alumni upon the birth or adoption of a child or for a judicial appointment. Other congratulatory events may be recognized with the approval of the Dean.
3. Gifts should be sent through the same offices listed above for condolences. Gifts typically should not exceed \$75, and more typically should be in the \$35 range. The Dean has discretion to approve a different amount.

## **C. Retirements and Other Separations**

The College of Law periodically holds social events to recognize an employee's service and contributions at the time of retirement or departure under favorable circumstances. Below are the guidelines to be followed for these events.

### **1. Retirements**

Official retirements are recognized by the Stetson University through Silver Circle. If the employee is unable to or elects not to attend the annual Silver Circle event in DeLand, Human Resources will obtain and forward the University retirement gift to the retiring employee.

At the local level, any employee of the College of Law who officially retires may be provided with recognition of that event at College of Law expense. This may be in the form of a farewell reception or open-house style departmental event, a gift in recognition of service and/or contributions, or some other form of recognition appropriate to the circumstances and as recommended by the Department Head and approved by Human Resources. College of Law facilities may be used for any reception. Institutional gifts typically should not exceed \$150, and more typically should be in the \$75 range. The total amount expended for all forms of recognition offered at official retirement should typically not exceed \$250. The Dean has discretion to approve a different amount, typically based on length of service to the institution.

## **2. Other Separations**

Employees who voluntarily separate under favorable circumstances and who have at least ten years of service but who do not qualify for official retirement may, with the approval of the Dean and at College of Law expense, be provided with a farewell reception or open-house style departmental event, a gift in recognition of service and/or contributions, or some other form of recognition as recommended by the Department Head and approved by Human Resources. Gifts typically should not exceed \$100, and more typically should be in the \$50 range.

For individuals with less than ten years of service, the Dean may approve a farewell reception or gift in recognition of service and/or contributions. This provision should be used for employees who separate voluntarily under favorable circumstances and who have made unique and lasting contributions to the College of Law. The total amount expended for all forms of recognition offered for other separations should typically not exceed \$150. Absent approval by the Dean, local departmental expenditures for farewell events should not exceed \$50. The Dean has discretion to approve different amounts.

## **D. Other Recognition**

The College of Law has adopted a wide variety of methods by which to both recognize employees throughout the year and to celebrate the individual accomplishments and achievements. While the methods may vary from year to year based on budgetary or other considerations, a non-exhaustive listing of programs and activities typically supported by the College of Law includes:

- Annual teaching, scholarship, and service awards for faculty
- Beginning of the school year gifts for new and returning faculty
- The Dean's Award for faculty and staff
- Employee of the Year Awards for non-exempt staff
- WOW! Card Program for non-exempt staff
- New Employee Reception for new faculty and staff
- Staff Appreciation Day (April) for staff
- Annual Appreciation Luncheon (summer) for staff and faculty
- Thanksgiving Luncheon for staff and faculty

- Annual Holiday Event for faculty and staff
- University Years of Service Awards for faculty and staff
- Faculty and Staff Applause intranet recognition
- Recognition in *The Advocate*

Any department that seeks to offer recognition or to hold departmental celebrations using College of Law funds must first have budgeted funds available for that purpose. In addition, approval for the specific activity or event must be approved by the Dean in accordance with Section VII(A) of the Travel and Business Expense Policy.

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