

TO: All Staff
FROM: Wellness Committee
SUBJECT: EMPLOYEE REMEMBRANCES & EMPLOYEE GIFT FUND
DATE: October 1, 2012



Whenever an occasion calls for a remembrance for an employee such as a new baby, retiring employee farewell or the death of an immediate family member, a flower bouquet or plant is ordered for the specific situation. The items for these types of special occasions are paid for through an established Employee Gift Fund. The Employee Gift Fund helps us to avoid the circulation of a collection envelope as be affordable and expedient in sending our regards to our fellow employee.

The Employee Gift Fund works in the following way. Each staff member who'd like to participate must authorize the payroll department to deduct \$1.00 per pay period from their paycheck, which totals \$24 annually per employee. The fund is guided by the adopted policy (copied onto the back of this letter) and administered through the Wellness Committee. This is an easy way for each of us to contribute to the wellbeing of our co-workers. Please take a moment to complete the bottom of the memo and return it to the payroll department.

Thank you.

Your Wellness Committee

Employee Gift Fund Form
City of North Bend

Please complete and return to the payroll department as soon as possible:

Employee Name (please print)

Department

Please set up my payroll deduction to include \$1.00 per pay period contribution to the Employee Gift Fund for employee remembrances.
 I do not wish to participate at this time.

Employee Signature

Date

Adopted October 2002, last amended in 2012

City of North Bend Employee Gift Fund Policy

The tradition of using the Employee Gift Fund is to provide condolences and remembrances for the various occasions and events that happen throughout our employees' lives each year.

Since there has not been a formal process established for remembering and honoring the different occasions and events in our employee's families, the following was developed as the Employee Gift Fund Policy by the Wellness Committee.

Employee Remembered:	Immediate Family Remembered?	Used for only those who contribute to the fund?	Type of Items(s) Given in Past & Suggested to Continue
Bereavement-Yes	Yes	No	Card, flowers, plant... as appropriate
Births-Yes	No	No	Shower: cake, juice/punch, card and gift.
Retirement-Yes	No	No	Same items as births
Wedding-Yes	No	No	Same items as births
Serious Illness & Hospitalization-Yes	No	No	Card, flowers, plant ...as appropriate

Notes/Definitions

- 1) The amount that is collected per month per employee is \$2 via the payroll deduction process. The Employee Gift Fund is voluntary and the total amount collected has been \$24.00 per year. The Employee Gift Fund is separate and voluntary contribution from the Wellness Health Committee projects (organize the cake day, bat day, barbecues, spring training, etc.).
- 2) The Wellness Committee will be responsible for planning and preparing for the various employee events and occasions. Additional events organized by others should be coordinated with the Wellness Committee to prevent duplication and scheduling conflicts.
- 3) The various individual remembrance events can be funded at \$75 per event and in special circumstances funded at \$100 by approval of the Wellness Committee.
- 4) The Wellness Committee will provide to employees an annual accounting summary of what was purchased and when, etc.
- 5) The Wellness Committee will notify employees of any changes to this policy.
- 6) Definition of immediate family: Spouse or significant other, children, and parents as well as siblings and grandparents in certain situations as approved by the Wellness Committee.