

Expression of Care Policy

Policy Number: A-GEN-005

Authority: Floral Tribute Policy, 230/24

Date Approved: May, 2006

Department Responsible: Council Services

Revision Dates: October, 2024

Review Date: October, 2028

Status: Active

1. Policy Statement

- 1.1 The Town of LaSalle is committed to cultivating a supportive and compassionate workplace by recognizing Significant Life Events of its Employees, Retirees, and Members.
- 1.2 The Expression of Care Policy establishes guidelines for arranging an Expression of Care in a fair, transparent, and sustainable manner.

2. Scope

- 2.1 This policy applies to existing Employees, Retirees, and Members.

3. Definitions

- 3.1 **Employee** shall mean a person currently employed by the Town as a regular full-time employee, and for this purpose shall include full-time employees of the LaSalle Police Service.
- 3.2 **Expression of Care** shall mean a floral arrangement or gift basket purchased to a maximum of \$75.00, exclusive of tax and delivery charges, or a monetary donation to a maximum of \$100.00.
- 3.3 **Immediate family** shall mean a family consisting of a parent(s) or guardian(s) and their children living together in a single household.
- 3.4 **Member** shall mean a duly elected member of Council.
- 3.5 **Policy** shall mean the Expression of Care Policy.
- 3.6 **Retiree** shall mean a regular full-time person previously employed with the Town and who retired from the Town with an OMERS pension.
- 3.7 **Significant Life Event** shall mean a death, birth, adoption, surrogacy, or hospitalization as qualified under this Policy.
- 3.8 **Supervisor** shall mean a Director, Manager, or Supervisor.

3.9 **Town** shall mean the Corporation of the Town of LaSalle.

4. Policy

4.1 General Provisions

- 4.1.1 In the event more than one family member is an Employee, Retiree, or Member, one Expression of Care per household shall be arranged.
- 4.1.2 The Chief Administrative Officer and/or the Mayor, in their discretion, may authorize the sending of an Expression of Care to persons not identified in this policy.
- 4.1.3 Notification of a Significant Life Event shall be provided to the Deputy Clerk and/or Council Coordinator.

4.2 Bereavement

- 4.2.1 Employee - in the event of the death of an Employee, their partner or spouse, parent, child, grandparent, or sibling, an Expression of Care shall be arranged on behalf of the Town.
- 4.2.2 Member – in the event of the death of a Member, their partner or spouse, parent, child, grandparent, or sibling, an Expression of Care shall be arranged on behalf of the Town.
- 4.2.3 Retiree – in the event of the death of a Retiree, their partner or spouse, an Expression of Care shall be arranged on behalf of the Town.

4.3 Birth/Adoption/Surrogacy

- 4.3.1 Employee – in the event the Immediate Family is expanded through a birth, adoption or surrogacy, an Expression of Care shall be arranged on behalf of the Corporation.
- 4.3.2 Member – in the event the Immediate Family is expanded through a birth, adoption or surrogacy, an Expression of Care shall be arranged on behalf of the Corporation.

4.4 Hospitalization

- 4.4.1 Employee – in the event an Employee is hospitalized, an Expression of Care shall be arranged on behalf of the Town.
- 4.4.2 Member – in the event a Member is hospitalized, an Expression of Care shall be arranged on behalf of the Town.

5. Roles and Responsibilities

5.1 Council Services

- 5.1.1 The Deputy Clerk is responsible for the review and implementation of this Policy.
- 5.1.2 The Council Coordinator is responsible for sending Expressions of Care that fall within the scope of this Policy.

5.2 Human Resources

- 5.2.1 Human Resources shall provide the mailing address for the affected Employee, Retiree or Member.

6. References and Related Documents

None.

7. Attachments

None.