

3357:13-15-043 Institutional Expressions of Employee\* Acknowledgement

(A) In the event of: New Arrival, Birthday, or Hospitalization/Illness, the College, when notified, will send a card as an expression of employee acknowledgement and good will.

(B) In the event of the death of an employee or his/her family member, the college will send a card as a gesture of condolences to the family or as a remembrance in honor of the departed.

This includes the following family relationships:

Spouse	Mother	Mother-in-Law
Brother	Father	Father-in-Law
Sister	Daughter	Daughter-in-Law
Grandchild	Son	Son-in-Law

(C) Special Occasion(s). In the event of a special occasion where individual acknowledgement is deemed warranted, the College may send a card or flowers or both as appropriate.

(D) Requests for additional institutional acknowledgement outside of the parameters described above should be directed to the office of the Dean, Vice President, or the President, as appropriate.

\* The term employee includes all full-time and part-time employees.

Effective: September 20, 2016

Expires: September 1, 2021

Review Dates: 12/1/05, 11/1/10, 9/20/16