

PURPOSE:

- A. To establish a fund for the purpose of providing recognition of traumatic or celebratory occasions occurring in the lives of employees, appointees, and elected officials as contained herein. Such fund shall be known as the Sunshine Fund.
- B. To provide guidelines for the operation and maintenance of a Sunshine Fund as established by the City Council.
- C. To provide limitations on the use of said fund.
- D. To provide supervisory structure to the use of the said fund.

PROCEDURE:

- A. Funding
 1. The method and level of finding shall be provided as determined by the City Council.
 2. A separate fund shall be established by the City Manager for this purpose.
- B. Definition of "Employee" covered by fund
 1. For purposes of this fund, an "employee" shall mean:
 - a. Full time employee
 - b. Part time employee
 - c. Paid on call fire fighter
 - d. Active serving member of City Council
 - e. Active appointed member of a City Board or Commission
 2. For purposes of this fund, an "employee" shall not mean:
 - a. Contract employee
 - b. Seasonal or temporary employee
 - c. Volunteers such as police and fire reserves, explores, etc.
- C. Events Covered
 1. Death – The following individuals will receive a funeral spray, not to exceed \$70.00 plus tax and delivery:
 - a. Current employee
 - b. Spouse of current employee
 - c. Child or step-child of a current employee

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- d. Parent of a current employee
 - e. Retired employee who served long enough to collect an immediate retirement payment
 - f. Retired employee who left employment because of an injury on duty
 - g. Retired elected City Council member who served at least four years
2. Illness or injury: An employee will receive a plant or flowers when they are hospitalized for more than two days, not to exceed \$25.00 plus tax and delivery.
3. Retirement or Termination in Good Standing – An employee will receive party refreshments based on the following:
- a. Six to eight consecutive years of employment: \$50
 - b. Nine to eleven consecutive years of employment: \$100
 - c. Twelve to fourteen consecutive years of employment: \$125
 - d. Fifteen to seventeen consecutive years of employment: \$150
 - e. Eighteen to twenty consecutive years of employment: \$175
 - f. Twenty-one or more consecutive years of employment: \$200

In addition, employees retiring from the City with more than ten consecutive years of service will receive a plaque. Purchase of plaque shall be coordinated between the Department Head and the Sunshine Fund Coordinator, utilizing the City's general vendor.

4. Other significant events in an employee's life shall receive a card as follows:
- a. A lesser injury/illness not requiring hospitalization, but lasting at least five days
 - b. The birth of a child
 - c. The death of a relative of an employee
 - d. The death of an individual in the employment of the City, but not meeting the criteria of an "employee" as previously defined
 - e. Congratulations on personal professional awards (i.e. named fire chief of the year)
 - f. Marriage of an employee
 - g. Congratulations on personal achievement (i.e. earns a Master's Degree)

SUPERVISION

- A. The City Clerk shall be the Sunshine Fund Coordinator and shall keep records of its operation.
- B. Purchase orders shall not be required prior to the party purchases. Purchase orders must be submitted after the fact, if the dollar amount warrants.
- C. A representative shall be appointed from each department and be known as the Sunshine Representative. The Sunshine Representative is charged with the duty of informing the Sunshine Fund Coordinator of events that meet criteria contained herein. It is the responsibility of every employee to inform their departmental Sunshine Representative of any event that should be recognized under this guideline.
- D. The City Clerk shall keep a record of current department Sunshine Representatives. In the event of a vacancy, the Department/Division Head shall appoint a new representative and notify the City Clerk.