

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.8.2.1
Related Policy: 3.8.2
Title: Flowers and Gifts
Responsibility: President's Office

Original Approval Date: 05-11-2001
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Guidelines for Flowers through the President's Promotional Account

A. Hospitalization

1. Flowers are normally sent to full-time faculty and staff members. Exceptions for long-term part-time employees may be authorized by the President.
2. If a faculty or staff member is hospitalized more than once a year, flowers will be sent during the first stay.
3. Cost of flowers should not exceed the amount of \$75.00.

B. Funerals

1. Flowers will be sent only to the immediate family members of any full-time faculty or staff. Immediate family will include mother, father, son, daughter, spouse, sister or brother.
2. Cost of flowers should not exceed the amount of \$100.00.

C. Miscellaneous

Flowers for any other purpose must be approved by the President.