

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: 02-19-2020
Last Revision: 02-19-2020

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. If a faculty or staff member, full time or temporary, is hospitalized more than once a year, flowers will be sent during the first stay.
2. Cost of flowers should not exceed the amount of \$75.00.

B. Funerals

1. Flowers will be sent to the immediate family members of faculty and staff, full time or temporary. 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.