

FLOWERS

EMPLOYEE FLOWER FUND – To send flowers/plant to regular full or part-time Barton employees who suffer the death of an immediate family member. In this instance, “immediate family member” shall be:

Spouse
Son/Daughter
Mother/Father

Flowers/plant is sent when the President’s Office is notified that a Barton employee has suffered a loss as defined above. We utilize a local florist.

Announcement regarding the loss of a family member is sent to Barton employees providing the employee’s supervisor has obtained permission from the employee suffering the loss. Once the employee’s permission has been obtained and forwarded to the President’s office, notice will be sent informing the Barton employees.

BABY GIFTS

Once notice of a new addition to the Cougar family has been sent to the President’s Office, a stuffed cougar (or other appropriate gift) from the bookstore will be purchased with a congratulatory card for the President’s signature in the event of the birth or adoption of an employee’s child.

CARDS

Once notice of a loss has been received in the President’s Office, sympathy cards will be prepared for the President’s signature in the event of the death of a mother-in-law/father-in-law, grandparent, or sibling of an employee or immediate family member of all other employees that are not regular full or part-time employees.

Get Well or Thinking of You cards will be prepared as necessary for the President’s signature.