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<b>SUBJECT:</b>	Remembrances (Non-Monetary)
<b>POLICY NO:</b>	III:14
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 1
<b>EFFECTIVE DATE:</b>	August 1, 1993
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that significant events in an employee's life (hospitalization, birth, adoption) merit an appropriate remembrance on behalf of the company. Also, in the event of an employee's death or the death of an immediate family member (spouse, children, parents, parents-in-laws), an appropriate remembrance should be sent on behalf of the company.

II. PROCEDURE:

1. The supervisor/P.I. should notify Human Resources of the event and provide the following information: fiscal unit/project #, employee's name, name of relative and relationship to employee (if applicable), type of remembrance (flowers, plant, cookie bouquet, fruit basket), address where remembrance should be delivered, and date of delivery.

III. RESPONSIBILITY:

1. It is the supervisor's/P.I.'s responsibility to notify Human Resources of the event if it merits a remembrance.
2. Human Resources will be responsible for ordering the remembrance.