

## **Employee Birth/Adoption or Condolence Acknowledgement Policy**

### **Purpose and Scope**

It is Clark University's institutional policy to acknowledge the birth, adoption and passing of immediate family members of an employee.

### **Definitions**

"Immediate family" shall mean spouse, partner, father, mother, brother, sister, child, grandparent, grandchild, and those individuals that, while not related by blood, are considered step/foster parents, siblings, or children.

### **Procedures and Enforcement**

Upon notification, the Office of Human Resources will recognize these life events by sending an appropriate acknowledgement such as a floral arrangement or dish garden to the employee's home. The message on all deliveries will read "From your Clark Family."

News of these life events should be communicated to Human Resources either via email ([hr@clarku.edu](mailto:hr@clarku.edu)) or telephone (508-793-7294) and include the details, such as the name of the employee, date of birth/death, and name of the newborn or deceased.

Please note that department funds cannot be used to send condolence or congratulation arrangements; Human Resources has a process and funding in place to manage this.

## **Related Policies and Regulations**

Any additional acknowledgements for events such as employee birthdays, weddings, anniversaries, or other celebrations of a personal nature should be funded by faculty/staff contributions and coordinated by the respective department. Please reference the [Entertainment and Gift Policy](#) for additional details.

## **History/Revision Information**

**Responsible Office/Division:** Office of Human Resources

**Effective Date:** 2/16/2022

**Last Amended Date:**

**Next Review Date:** 1/31/2023