
BEREAVEMENT AND CONDOLENCE POLICY

- I. **Purpose.** To generally define the appropriate and consistent method of expressing the City of Pinole's condolences for the death of a current/former City employee, elected official, or a citizen who has made a significant contribution to the community or the City of Pinole or an employee's bereavement of an immediate family member.
- II. **Definitions.**
 - a. Immediate family member - spouse, child, stepchild, father, mother, stepparent, grandparent, great grandparent, grandchild, sibling, aunt, and uncle.
 - b. Condolence - an expression of sympathy, especially on the occasion of the death of an individual. Condolences are usually conveyed to a person's immediate family member(s).
- III. **Designation.** Under this Policy, the following individuals have been granted the authority to provide any of the allowed methods of expression(s) on behalf of the City:
 - a. City Manager and/or his/her designee: current/former employees and employees' immediate family members.
 - b. Mayor: current/former elected officials and citizens.
 - c. Individual Council Members may send personal condolences. A Council resolution or proclamation is not required in order for the Mayor to express condolences on behalf of the City nor for individual Council Members to express their individual condolences.
- IV. **Policy.** The Human Resources Department will administer and implement the Policy, including budgeting and payment of all costs related to the City's method of expression under this Policy.

Depending on the individual's circumstances, the methods of expression may include any or all of the following:

- a. **Public Announcement of Condolence by Public Official.** Announcement by a public official, including City staff or a Council Member, of the name of the individual to be recognized, their relationship to the City and/or community, and memorial service information. The City shall confirm

the family's approval to release to the public information on the memorial service prior to releasing the information. The announcement by a public official might include message to City staff, an announcement at a public meeting, posting on the City website, or communication through some other appropriate official City communication channel.

- b. **Flowers.** The purchase of an appropriate standard size floral display with a note expressing the sympathy of the City of Pinole. Cost of the floral display shall be in the range of \$75 - \$150.
- c. **Monetary Donation.** A cash donation issued to a non-profit or charitable organization as requested by the decedent's family or trust in an amount that is equivalent in cost to an appropriate standard size floral display as specified in section IV (b) of this Administrative Policy.
- d. **Letter of Sympathy.** A letter of sympathy may be sent to the surviving spouse and/or immediate family member(s), signed by the Mayor, other appropriate City official, or City staff.
- e. **Adjourning a Council Meeting in Honor.** The Council may adjourn a Council meeting in honor of any person, employee, or employees' immediate family members. Adjourning a meeting is a form of recognition in the honor of the person. Nothing in this Policy shall limit the latitude of the City Council to conduct a public meeting according to Council rules or the discretion of the presiding officer.
- f. **Resource Assistance.** For current or former City employees who retired from the City of Pinole or current officials, the Human Resources Department will be available to meet with a beneficiary of the deceased to discuss and provide support in coordinating the benefits as outlined below. The coordination will be specific to the party(ies) impacted.
 - 1. Provide assistance and/or coordination with various agencies regarding employee benefit information. This includes: Public Employees Retirement benefits, life insurance and accidental death and dismemberment insurance benefits, Workers' Compensation, and Consolidated Omnibus Budget Reconciliation Act (COBRA) (continuation of health, dental and vision benefits for covered family members).
 - 2. Provide employee with information on the City's Employee Assistance Program (EAP) provider and/or schedule a group grief counseling session for current employees, if requested by a department head and approved by the City Manager.