



Policy

Tribute Policy-Friends of DCB

DCB.610

EFFECTIVE DATE: March 2018 Reviewed: February 2025

Policy

The purpose of this policy is to provide a campus atmosphere that acknowledges significant life events of faculty and staff and to provide sincere support as needed.

Funding

The money used for event acknowledgment will be collected through the voluntary solicitation of faculty and staff. Money collected will be deposited in an account in the DCB Business Office. The assistant to the Campus Dean will oversee the account with the Business Office, providing account information. Future solicitations will be sent to the campus employees when the fund needs to be replenished.

Criteria

Acknowledgments will be made to all current employees of any length of service as well as students enrolled at DCB or within six months of their graduation. The program respects the individual's privacy and will be implemented only after request/notification by the individual or the employee's significant other.

Oversight

The assistant to the Campus Dean will be the contact person for any account activity.

Identification of Expenditures

In the case of the following events, acknowledgment will be provided as identified.

- a. Severe Illness - Employee, Spouse, and Children
 - A card is sent to the individual affected.
 - A benefit will be hosted by the Friends of DCB Committee along with the assistance of the employee's department
 - The employee may use PTO and sick leave hours, provided they qualify under the NDUS 20.6 Leave Sharing Program.
- b. Death - Employee, Spouse, Children, Parent, Sibling, Grandparent, Grandchild, In-law, Student, Retirees
 - A white rose will be delivered to the service. A memorial plaque will be placed on the Memory Tree – the cost is \$25.
 - A card will be sent with the rose, letting them know about the memorial plaque.
 - If the service is out of the area, floral arrangements will be made for delivery to the service, and there will not be a plaque placed on the Memory Tree.

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- c. Wedding - Employee
 - Card
 - \$20 cash
- d. Birth - Employee
 - Card
 - Jack's Onesie

Duties

- a. The Assistant to the Campus Dean will do the following:
 - Receive money and deposit to the DCB employee fund account
 - Oversee the employee fund account
 - Serves as a contact person for notification of tribute
 - Arrange for acknowledgment within the designated situation
 - Sign cards "Campus Dean and your Friends at DCB"
 - Obtain approval of acknowledgment from individual or significant other
 - Send notification via campus e-mail distribution list for further communication
 - Cash will be made available for weddings kept in an envelope in the Business Office vault
- b. All Employees
 - Notify the Campus Dean's assistant or any Friends of DCB committee member of significant life events as stated above (include contact information or any other information needed to process a request)

All individuals and/or departments are encouraged to notify the Campus Dean's office of memorial tributes.