

EMPLOYEE FUND GUIDELINES

Through the Employee Fund, employees are able to send flowers or other remembrances in the event of illness or death. Employees are asked to contribute \$1.00 per pay period to the Fund. THE EMPLOYEE FUND IS VOLUNTARY AND IS NOT A REQUIREMENT. However, the Fund only pays for the items sent to those who contribute, if funds are available. This policy will be effective January 1, 2009.

Money from the Employee Fund will be used in the following ways:

1. Purchase of gifts in honor of the Executive Director's birthday and Christmas gifts.
2. Purchase of ticket for the employee only to attend the annual meeting.
3. An employee who retires from DCEA and has over 10 years service will receive a \$100.00 savings bond
4. Employees who have an overnight hospital stay will receive flowers or food not to exceed \$50.00 in value.
5. In the case of death of an employee or a member of the employee's family as defined below, a remembrance gift not to exceed \$75.00. The gift may be in the form of flowers, food, cash or a gift to a designated charity. For purposes of the Employee Fund only, family shall be defined as spouse, mother, father, children, siblings, step-child, step-parent or step-sibling.

EMPLOYEE FUND SIGN-UP

I hereby authorize a payroll deduction of \$1.00 per pay period for the Douglas-Cherokee Employee Fund.

Signature

Date