

**1. PURPOSE**

Establish standards for Houston Public Works funeral announcements.

**2. OBJECTIVE**

Standardize process for funeral announcements.

**3. DEFINITIONS**

The following terms are used in this document.

TERM	DEFINITION
Current Employee	An individual who is actively working for Houston Public Works and receives a salary or wages from the City of Houston.
Immediate Family	Father or father-in-law, mother or mother-in-law, sister, brother, spouse, child or stepchild, grandparent, grandchild and other relatives if, in the opinion of the Department Director, such employee's presence due to his or her individual relationship and the circumstances of the case would be required.
Retiree	An individual who has retired from employment with the City of Houston.
Template	A pre-formatted document used to announce the funeral service details.

**4. SCOPE**

This procedure applies to all Houston Public Works employees and supersedes any other former Departmental procedures or directive.

**5. RESPONSIBILITIES**

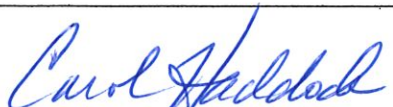
ROLE	RESPONSIBILITY
Administrative Coordinator	Ensure that funeral announcement requests are in compliance with the City of Houston Administrative Procedure 3-11, Section 6.14 Funeral Leave prior to forwarding to the Communications Office.
Communications Office	Reviews, edits, and distributes funeral announcement to department.

**6. PROCEDURE**
**6.1 HOUSTON PUBLIC WORKS FUNERAL ANNOUNCEMENTS**

The Communications Office will distribute the Funeral Announcements.

**6.1.1 CURRENT EMPLOYEES**

Department-wide via eBlast.

APPROVED: 	DATE APPROVED: 2/5/2020
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**6.1.2 IMMEDIATE FAMILY OF CURRENT EMPLOYEES**

Employee's choice if distributed department-wide, service line or team.

**6.1.3 RETIREES**

Distribution within service line or team only.

**6.1.4 COMMUNICATION TEAM**

Process within 24 hours of receipt.

**6.1.5 ANNOUNCEMENT**

Only one eBlast distributed.

**6.1.6 ANY EXCEPTION TO THIS POLICY MUST RECEIVE APPROVAL BY HOUSTON PUBLIC WORKS DIRECTOR OR DESIGNEE.**

**7. COMPLIANCE**

Adherence to the above is mandatory. Any employee who violates this procedure may be subject to corrective action.

**8. APPENDIX**

**8.1 REVISION HISTORY**

DATE	REVISED BY	SECTION	CHANGES
1/31/2020	Debra Pruitt	All	Initial Document