

**Human Resources Department
The City of Burleson**

Policy Name: Employee Purchase of Burleson Memorial Cemetery Plots

Effective Date: 6/15/2012

Revised: 09/14/2020

General Policy Statement: The City of Burleson employees may purchase cemetery plots for themselves or family members at the Burleson Memorial Cemetery and pay for the applicable plots/spaces via payroll deduction in accordance with the policy statements outlined below. The employee is purchasing a certificate of internment rights with this purchase.

Responsibility:

City Manager: Coordinate and approve the terms/conditions of this policy authorizing the Human Resources Department and the Finance Department to work with the employees as needed to implement the policy.

Human Resources: The purchase of cemetery plots is considered an employee benefit. As such, Human Resources is responsible for the distribution and update of this policy.

Finance Department: As funds for the cemetery plots can be payroll deducted from the employee's paycheck, the Finance Department (Payroll Staff Accountant) will be responsible for working with Human Resources to assure appropriate deductions are taken from paycheck funds and sent to Lucas & Blessing monthly.

Lucas & Blessing Funeral Home: As the management and oversight of the Burleson Memorial Cemetery is contracted for professional services to the Lucas & Blessing Funeral Home, communication of available options for the employees to both the Human Resources Department and the city employees is the responsibility of Lucas & Blessing Funeral Home of Burleson, TX.

Procedures:

1. Options: Employees desiring to purchase burial plots or spaces at the Burleson Memorial Cemetery may do so by paying for the plot / space via payroll deduction.
2. Eligibility: Employees may purchase plots / spaces for themselves and immediate family only.
 - A. Immediate family includes: spouse, children, step-children, grand children, step grandchildren, parents, brother and sister only.
3. Fees & Costs: Fees and costs are determined by contract signed by the employee. The contract is considered a binding agreement.

4. Time Allotted: Employees may elect to pay for the plot in increments of either 12, 24, or 36 months. Plot/Space purchase cannot be extended beyond 36 months.
 - A. Should the person in need of the plot/space die prior to the completion of the payment agreement, the balance due on the plot/space must be paid at the time of death, in order for the plot/space to be used.
 - B. Should the employee terminate employment (voluntarily or involuntarily) the balance of the amount due for the purchase of the plot/space will be deducted from the employee's final paycheck, or the employee can pay (via cash or check) for the balance on his/her last day of work (assuming voluntary termination).
 - C. If the balance is not paid on the employee's last day or paycheck, it is the responsibility of the former employee to contact Lucas & Blessing, to make arrangements for any remaining balance with updated terms based on employment status change from the employment termination date forward as applicable same as any other non-City employee (i.e. interest on payments, if applicable). See A above for limitations on the use of the plot if full payment has not been made.
5. Making Arrangements: Employees are to contact the Lucas & Blessing Funeral Home (or their designee) directly to make elections, secure pricing, and answer any other arrangement questions that may arise.
 - A. Contact Information:
Burleson Cemetery Operators, located at
Lucas & Blessing Funeral Home & Cremations
518 SW Johnson Drive, Burleson, TX 76028
Phone: 817-295-9000
 - B. After securing a final signed contract with the designated Funeral home (see above), the employee should turn in a copy of the signed paperwork to the Human Resources department along with a payroll deduction request form.
 - C. Applicable payroll deduction will begin on the first payday following the submission. If payroll records have been closed for that payday when the paperwork arrives, deductions will begin the following payday. Finance will send a monthly check made out to Burleson Cemetery Operators with a notation of each employee's contract number associated with the monthly payment being sent. See A above for address
6. Pricing: Pricing is the same as the general public and is subject to change in accordance with normal pricing evaluations and rate adjustments same as applicable to any other non-City employee. Pricing is firm once a contract is signed.

7. Interest Rates: City employees who comply with the elements of this policy will be allowed to purchase plots for themselves and immediate family members at 0% interest except as outlined in 4C.
8. Excluded Services:
 - A. The agreement for the purchase of plots/spaces at Burleson Memorial Cemetery covers only the actual plot or space (certificate of internment rights). No other services (i.e. opening of grave site, preparation of the body, service arrangements) are included.
 - B. The only role the City of Burleson plays in the employee's purchase of cemetery plots is the transfer of funds from wages paid to Lucas & Blessing. All other arrangements are to be managed through the staff at Lucas & Blessing by the employee, their family, or other designated individuals making funeral arrangements.
9. Cremation Internment Services: Employees considering cremation may elect to have cremation internment rights at a later date when this service is offered. Those who have purchased a plot/space prior to that time, may transfer funds paid on a plot/space as of the election of cremation internment to the payment for cremation internment rights. The date of this service offering is pending.