

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 16

TITLE: Notification of a Board of Governors, Foundation Board of Advisors, Faculty, Staff or Their Immediate Family Member's Death

EFFECTIVE DATE: January 22, 2013

PROCEDURE

1. PURPOSE

To provide procedures to ensure a professional and caring response in notifying the workgroup, department and others about the death of a College member or death of a College member's immediate family member.

2. SCOPE AND APPLICABILITY

This procedure applies to all active Board of Governors, Foundation Board of Advisors, faculty, staff and their immediate family members.

3. DEFINITIONS

A. Immediate family member- father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.

4. PROCEDURES

A. Notification of Death

- i. Any death of a College member or College member's immediate family member will be reported to the College President and Office of Communications.
A death of an employee will also be reported to the Office of Human Resources.
- ii. Vice Presidents, Chief Administrators, Academic Deans, Directors, supervisors and colleagues should be sensitive to varying responses from the College community.

B. Office of the President or designee

- i. Verify that family members have been notified before communication with

the workgroups, departments or College community.

- ii. Communicate with the family to discuss what information they would like to disclose (details regarding the death, notification of funeral or memorial service, etc.) The family's wishes will be respected to the best of our ability.

C. Office of Communications

- i. Notify the Vice Presidents, Chief Administrators, Deans, Directors and/or Supervisors.
- ii. Notify the Office of Human Resources for faculty or staff member's death.
- iii. Notify other College members based upon the family's wishes via email.
- iv. Coordinate all media contacts and questions.

D. Vice Presidents, Chief Administrators, Deans, Directors or Supervisors

- i. Notify the President and Office of Communications of death of a College member or death of a College member's immediate family member.
- ii. Death of an employee should be announced by the supervisor face-to-face with the employee's workgroup or department after consultation with the President and/or Office of Communications.

E. Office of Human Resources (*employee death*)

- i. Prepare a notice for the Office of Communications which include:
 1. Employee name
 2. Department/title
 3. Length of service
 4. Contact information for family (if available)
- ii. Consult with the appropriate personnel to complete paperwork, end computer access, and arrange for final paycheck.
- iii. Take appropriate actions in BANNER, leave management and benefits.

F. Condolence to the Family

- i. The President will send an expression of condolence on behalf of the College community. When possible, a College representative will attend funeral services.

RELATED POLICIES AND/OR PROCEDURES: Procedure No. 14 Protocol and Response to Student Death

RESPONSIBLE OFFICES: President, Communications, Human Resources

Approved by: President's Advisory Council