

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> D15
	<b>ORIGINATOR</b> President	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> COLLEGE RESPONSE TO THE DEATH OF AN EMPLOYEE	<b>EFFECTIVE DATE</b> 2006.02.15	<b>REPLACES</b>  2002.09.25

### **POLICY**

Algonquin College recognizes the need to prescribe a set of administrative procedures to assist staff in dealing with the internal communication of the death of an employee in a sensitive and expeditious manner which minimizes distress to the bereaved. It further recognizes that students and/or staff members may need assistance in dealing with their grieving.

### **PROCEDURE**

#### **1. Reporting and Verification of Facts**

Any member of the College Community who learns of the death of an employee is requested to report information concerning the death to Human Resources Services.

Human Resources Services will verify the details and will communicate the Funeral arrangements on the form entitled "Notice Concerning the Death of an Employee."

#### **2. Communication of Information to Administrative and Academic Sectors**

Human Resources Services will inform the following parties by providing them with the "Notice Concerning the Death of an Employee" form which will contain all the details which can be immediately ascertained:

- President
- Vice President, Student Life and Human Resources
- Vice President, Academic
- Vice President, Finance and Administration
- Executive Dean of Employee's Faculty, School or Institute
- Employee's Dean, Manager, Chair and/or Supervisor
- Campus Team Leader of Tragic Event Response Team (T.E.R.T.)
- International Education Centre

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- Public Relations and Communications Department
- Info Algonquin
- Finance
- Protection Services
- Resource Centre
- AV/ Circulation
- Athletics Department
- Food and Beverage

### 3. Response by the President's Office

The President's Office will prepare and send a letter of condolence to the bereaved family of the deceased employee. The President's Office will ensure that College flags are lowered from the date of notification until the funeral.

### 4. Further Condolences

The President's Office will coordinate the sending of further condolences (e.g. flowers, donations) to the bereaved family of the deceased employee.

### 5. Internal Communication

The College community will be informed of the death of an employee through **myAlgonquin**, the College's Intranet service.

(original signed by)

President