HR 19  
Response to the Death of an Employee or Immediate Family Member

Classification: Human Resources  
Responsible Authority: Manager, Compensation, Pension and Benefits  
Executive Sponsor: Vice President, Human Resources  
Approval Authority: President’s Council  
Date First Approved: 2002-09-25  
Date Last Reviewed: 2015-01-21  
Mandatory Review Date: 2020-01-21

PURPOSE
To prescribe a set of administrative procedures to assist employees in dealing with the death of an employee or a member of his or her immediate family.

SCOPE
All employees

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>College Community</td>
<td>Students and employees</td>
</tr>
<tr>
<td>Immediate family</td>
<td>Spouse or partner of an employee and his or her immediate children</td>
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<tr>
<td>PC</td>
<td>President’s Council</td>
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<tr>
<td>CLC</td>
<td>College Leadership Council</td>
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POLICY

1. The College provides assistance to employees in dealing with the death of an employee, or his/her immediate family by prescribing a set of administrative procedures. These procedures will assist employees in dealing with internal communication in a sensitive and expeditious manner.

2. The College recognizes that employees and students may need assistance in dealing with their grief and will put the Tragic Event Response Team (T.E.R.T.) at their disposal, if necessary.

Reporting and Verification of Facts

3. Any member of the College Community who learns of the death of an employee or of an immediate family member is requested to report it immediately to Human Resources, with all known information concerning the individual and the circumstances of the death.
Communication to Administrative and Academic Sectors

4. Upon official notification of the “Death of an Employee” Human Resources will ensure that College flags are lowered from the date of the notification for a maximum of four days.

5. Human Resources will distribute the “Notice - Death of an Employee” to the following:
   - President
   - President’s Council
   - College Leadership Council
   - Coordinator of Tragic Event Response Team (T.E.R.T.)

President’s Office Response

6. The President’s Office will prepare and send a letter of condolence to the family of the deceased.

7. The President’s Office will coordinate the sending of further condolences on behalf of the College (e.g. flowers, donations) to the family of the deceased employee.

Internal Communication

8. The College Community will be informed of the death of an employee through the College’s Intranet service.

PROCEDURE

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. Report to Human Resource the death of an employee or that of a member of an employee’s immediate family.</td>
<td>Member of College Community</td>
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<tr>
<td>2. Verify the details; complete the form Notice - Death of an Employee including details if available on the Funeral arrangements.</td>
<td>Human Resources</td>
</tr>
<tr>
<td>3. Distribute the Notice - Death of an Employee to the administrative and academic sectors listed in item #5 above.</td>
<td>Human Resources</td>
</tr>
<tr>
<td>4. Prepare and send a letter of condolence to the family of the deceased.</td>
<td>President’s Office</td>
</tr>
<tr>
<td>5. Lower the College flags from the date of official notification for a maximum of four days in the case of the death of an employee.</td>
<td>Human Resources</td>
</tr>
<tr>
<td>6. Send further condolences on behalf of the College (e.g. flowers, donations) to the family of the deceased employee.</td>
<td>President’s Office</td>
</tr>
</tbody>
</table>
7. Post the death of the employee through the College’s Intranet service.