

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

Classification:	Human Resources
Responsible Authority:	Manager, Total Compensation
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2002-09-25
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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

Word/Term	Definition
College Community	Students and employees
Immediate family	Spouse or partner of an employee and his or her immediate children
ACET	Algonquin College Executive Team
ACLT	Algonquin College Leadership Team

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.) or the Employee and Family Assistance Plan (EFAP), 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, via email, to the Total

Compensation area of 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” Total Compensation will advise Facilities to lower College flags from the date of the notification for a maximum of four days.
5. Total Compensation will ensure the distribution of the “Notice - Death of an Employee” to the following:
 - President
 - Algonquin College Executive Team
 - Algonquin College Leadership Team
 - Coordinator of Tragic Event Response Team (T.E.R.T.)

Human Resource Coordination

6. A member of the Human Resources Total Compensation area will be appointed to be a primary contact with the employee or member of the immediate family to ensure that there is a proper handling of benefit and pension entitlements and the processing of final payments (if applicable).

Management Coordination

7. In the event of a deceased employee, the employee’s manager will be responsible to ensure that their personal belongings are gathered and secured in an appropriate manner to be provided back to the family. These belongings are to be given to the designated member of the Human Resources Total Compensation team who will ensure that they are provided back to the immediate family.

President's Office Response

8. The President's Office will prepare and send a letter of condolence to the family of the deceased.
9. 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

10. The College Community will be informed of the death of an employee through the College’s Public Relations and Communications “In Memoriam” page.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Report to Total Compensation the death of an employee or that of a member of an employee's immediate family.	Member of College Community
2. Verify the details; complete the form <i>Notice - Death of an Employee</i> including details if available on the Funeral arrangements.	Total Compensation
3. Distribute the <i>Notice - Death of an Employee</i> to the administrative and academic sectors listed in item #5 above.	Total Compensation
4. Administer any benefit/pension entitlements to support either the employee or the immediate family.	Total Compensation
5. In the case of the death of an employee, Manager to gather and secure all personal belongings to be provided back to the immediate family.	Management
4. Prepare and send a letter of condolence to the family of the deceased.	President's Office
5. After notification from Total Compensation, 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.	Facilities
6. Send further condolences on behalf of the College (e.g. flowers, donations) to the family of the deceased employee.	President's Office
7. After notification from Total Compensation, post the death of the employee through the College's "In Memoriam" site.	Public Relations and Communications

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

None

RELATED MATERIALS

None