

**HR19****Response to the Death of an Employee or Immediate Family Member**

Classification:	Human Resources
Responsible Authority:	Director, Employee and Labour Relations
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
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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 their immediate family.

**SCOPE**

All employees

**DEFINITIONS**

Word/Term	Definition
Algonquin College	The Algonquin College of Applied Arts and Technology is a publicly funded, English-language polytechnic college located in Ottawa, Ontario, Canada. The College operates its main campus in Ottawa and regional campuses in Pembroke and Perth, Ontario. Algonquin College offers a wide range of bachelor's degrees, advanced diplomas, diplomas, graduate certificates, and certificates across academic, technical, and applied disciplines, with a strong emphasis on applied learning, workforce readiness, and deep collaboration with industry and community partners.
Algonquin College Executive Team	The Algonquin College Executive Team is the group responsible for providing strategic leadership within Algonquin College. The group is comprised of the President, Vice Presidents, and Director of the President's Office and Communications of the College.

Algonquin College Leadership Team	The leadership group comprised of the Deans, Directors, Executive Directors, Registrar, CFO, CDO and R3 Project Executive Lead.
Area	The largest organizational entity within Algonquin College.
Benefit	A good or service given, by the employer or a third party, to an employee or to another person such as the employee's spouse or dependent(s).
College Community	The College Community refers to Algonquin College students, employees, volunteers, and contractors.
Communication Supports	Include but not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
Consent	Consent is a freely given, specific, and informed indication of the data subject's wishes by which they signify agreement to the processing of personal data relating to themselves.
Department	Specific branch of a larger organization (e.g. Information and Communications Technology).
Employee	An Employee is a full-time or part-time College support staff, a faculty member, or an administrator of the College.
Employee and Family Assistance Program	A confidential health and wellness service program provided to all employees (full-time and other than full-time) and their immediate family members. The program offers professional assistance - counselling and resources for personal, family, and work-related concerns, including mental health, financial, legal, and wellness support, to promote overall well-being and work-life balance.
Immediate Family	Spouse or partner of an employee and his or her immediate children.
Information	Information is the resolution of uncertainty, typically represented as a collection of data in a context. Information is that which answers the question of "what an entity is" and is thus that which specifies the nature of that entity, as well as the essentiality of its properties.  Information can be encoded into various forms for transmission

	and interpretation (for example, information may be encoded into a sequence of signs or transmitted via a network system). It can also be encrypted for safe storage and communication.
Office of the Ombudsman	The Office of the Ombudsman provides an independent, impartial, and confidential process through which learners may pursue the resolution of any college-related concern.
Processing	Processing is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, use, and disclosure. Use includes recording, organizing, structuring, storing, adapting or altering, retrieving, consulting, matching or combining, restricting, erasing, and disposing.
System	A System is an instance or implementation of one or more Software Technologies that has been provisioned for the College. The College has some means of customization or configuration (and therefore responsibility), and the System is often used in support enterprise operations.

## POLICY

1. The College provides assistance to employees and People Leaders in dealing with the death of an employee by prescribing a set of administrative procedures. These procedures will assist employees and People Leaders 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 Employee and Family Assistance Plan (EFAP), at their disposal, if necessary.

### Reporting and Verification of Facts

1. Any member of the College Community who learns of the death of an employee 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

1. Upon official notification of the "Death of an Employee" and confirmation and consent from the deceased family, or appropriate contact, regarding communication of the death the College community, and following the People Leader speaking with the impacted area, Total Compensation will advise Facilities to lower College flags for a maximum of four days.

2. Total Compensation will ensure the distribution of the “Notice - Death of an Employee” to the following:
  - President
  - Algonquin College Executive Team
3. A member of the Human Resources Total Compensation Team will be appointed to be a primary contact with the immediate family, or appropriate contact, and the manager of the deceased employee to ensure that there is proper handling of benefit and pension entitlements, the processing of final payments (if applicable), the coordination of internal department communications with wider College communications and the provisions of EAFP supports.

### **Management Coordination**

1. 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, or appropriate contact. 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, or appropriate contact.
2. The manager of the deceased employee will work with the HR primary contact to ensure that all College resources (keys, laptops, etc.) in the possession of the deceased employee, if any, are returned to the College. The manager will also be required to ensure that all system access for the deceased employee is removed in accordance with the College's exit procedures.
3. The manager of the deceased employee will ensure that their team is apprised of the employees' passing and ensure their team members are aware of available EAFP supports and resources. If there is a need identified they will collaborate with Wellness and Abilities.

### **President's Office Response**

1. The President's Office will prepare and send a letter of condolence to the family, or appropriate contact, of the deceased employee.
2. The President’s Office will coordinate the sending of further condolences on behalf of the College (e.g. flowers, donations) to the family, or appropriate contact, of the deceased employee.

### **Internal Communication**

1. The College Community will be informed of the death of an employee through the College's Public Relations and communications "In Memoriam" page.

## PROCEDURE

	Action	Responsibility
1.	Report to Total Compensation the death of an employee.	Member of College Community
2.	Verify the details; complete the form Notice - Death of an Employee including details if available on the Funeral arrangements.	Total Compensation
3.	Distribute the Notice - Death of an Employee to the administrative and academic sectors listed in item #5 above.	Total Compensation
4.	Administer any benefit/pension entitlements to support the immediate family, or appropriate contact.	Total Compensation
5.	<p>The manager will ensure that their team is advised of the death of the employee. The manager will gather and secure all personal belongings to be provided back to the immediate family, or appropriate contact, and secure all College assets that were in the deceased employee's possession and remove any system access.</p> <p>In the event of the death of an immediate family member of an employee, the manager will ensure that the employee is supported.</p>	Management
6.	Prepare and send a letter of condolence to the family, or appropriate contact, of the deceased.	President's Office
7.	After notification from Total Compensation, lower the College flags for a maximum of four days in the case of the death of an employee.	Facilities
8.	Send further condolences on behalf of the College (e.g. flowers, donations) to the family, or appropriate contact, of the deceased employee.	President's Office
9.	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

AD22: Government and Other Flags Flown on Campus

## RELATED MATERIALS

[Employee Family Assistance Program](#)