

<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, HIS/HER SPOUSE/PARTNER OR CHILDREN	<b>EFFECTIVE DATE</b> 2009.10.28	<b>REPLACES</b> 2006.02.15

### **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 his/her spouse/partner or immediate children 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, his/her spouse/partner or immediate children is requested to report immediately all known information concerning the individual and the circumstances of the death to Human Resources.

Human Resources will verify the details and will communicate the Funeral arrangements on the D15 appendix entitled "Notice - Death of an Employee."

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

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

- President
- Vice President, Academic
- Vice President, Administration
- Vice President, Business Development
- Vice President, Human Resources
- Vice President, Student Services
- Executive Director, Advancement

- Athletics Department
- Campus Team Leader of Tragic Event Response Team (T.E.R.T.)
- Finance and Administrative Services
- Food and Beverage Operations
- Info Algonquin
- Information Technology Services
- International Education Centre
- President's Executive, Deans and Directors Committee Members
- Protection Services
- Learning Resource Centre
- Students' Association

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 his/her spouse/partner or immediate children. Upon the death of an 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 his/her spouse/partner or immediate children.

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

<b>D15 Appendix</b>	
<b>Notice - Death of an Employee</b>	
<b>Employee Name:</b>	<b>Employee Number:</b>
<b>Department:</b>	<b>Date of death:</b>
<b>Name of Next of Kin:</b>	<b>Relationship:</b>
<b>How and When the College Was Informed of Death:</b>	
<b>Visitation Arrangements:</b>	
<b>Funeral Arrangements:</b>	
<b>Memorial Donations:</b>	
<b>Special Family Wishes:</b>	
<b><i>PLEASE NOTE THAT ANY SENSITIVE OR CONFIDENTIAL DETAILS ARE <u>NOT</u> TO BE DIVULGED EXCEPT TO COLLEGE OFFICIALS</i></b>	
<p style="text-align: center;"><b><u>Distribution</u></b></p> <p>This notice is being distributed to the following offices, some of whom may have already been informed:</p> <ul style="list-style-type: none"><li>- President</li><li>- Vice President, Academic</li><li>- Vice President, Administration</li><li>- Vice President, Business Development</li><li>- Vice President, Human Resources</li><li>- Vice President, Student Services</li><li>- Executive Director, Advancement</li><li>- Athletics Department</li><li>- Campus Team Leader of Tragic Event Response Team (T.E.R.T.)</li><li>- Finance and Administrative Services</li><li>- Food and Beverage Operations</li><li>- Info Algonquin</li><li>- Information Technology Services</li><li>- International Education Centre</li><li>- President's Executive, Deans and Directors Committee Members</li><li>- Protection Services</li><li>- Learning Resource Centre</li><li>- Students' Association</li></ul>	