

Employee Death Protocol

I. Introduction

When a full-time employee (or an immediate family member) dies, it is important that the university effectively communicates the information and ensures support for members of the university community. The protocol outlined below will ensure an effective, consistent, and compassionate response.

II. Protocol

A. Death of a Member of the Faculty or Staff

The vice president of human resources should be notified of any employee death, whether on- or off-campus. If the death occurs on campus, the BSU Police Department should be notified first; and that department will take the necessary preliminary steps, contact the next of kin if needed, and notify Human Resources.

1. The vice president of human resources will:
 - Verify that the information is accurate
 - Inform the president's office
 - Inform the employee's divisional vice president
 - Inform the benefits coordinator and the Payroll Office.
2. The divisional vice president of the deceased employee will:
 - Notify the employee's department
 - Gather information regarding arrangements, including whether or not the family wishes to have the information released campus wide
 - Inform students when appropriate (i.e., death of a faculty member)
 - Prepare information for the campus community, if appropriate under the specific circumstances. The information should include the employee's name and department and years of service, as well as funeral arrangements, if approved by the family.
3. The president will send a condolence letter and flowers.
4. The divisional vice president will send a condolence letter.
5. In the event that the department of the deceased employee would like to hold a memorial service on campus, the President's Office will help to plan the event.

The divisional vice president should contact the President's Office with the request.

B. Death of an Employee's Immediate Family Member

1. For the purposes of this protocol, an immediate family member is defined as an employee's spouse, parent, sibling, child, grandparent, grandchild, and "step" relative, as well as domestic partners and persons living in the same household as the employee.
2. The person notified will inform the employee's divisional vice president.
3. The divisional vice president will:
 - Inform the Human Resources Office
 - Notify the employee's department
 - Gather information regarding arrangements, including whether or not the family wishes to have the information released campus wide
 - Prepare information for the campus community, if appropriate under the specific circumstances. The information should include the employee's name and department and the relationship of the deceased to the employee, as well as funeral arrangements, if approved by the employee.
4. The president will send a condolence letter and flowers.
5. The divisional vice president will send a condolence letter.

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EMPLOYEE DEATH PROTOCOL CHECKLIST

BSU POLICE HAVE BEEN NOTIFIED IF DEATH OCCURRED ON CAMPUS.

NEXT OF KIN HAVE BEEN NOTIFIED.

VP OF HUMAN RESOURCES HAS BEEN NOTIFIED:

- INFORMATION HAS BEEN VERIFIED.
- PRESIDENT'S OFFICE HAS BEEN NOTIFIED.
- DECEASED EMPLOYEE'S DIVISIONAL VP HAS BEEN NOTIFIED.
- INFORMATION HAS BEEN GATHERED CONCERNING FUNERAL ARRANGEMENTS.
- INFORMATION HAS BEEN PREPARED TO GO TO OUT TO CAMPUS, IF APPROPRIATE.
- FLOWERS AND CONDOLENCE LETTERS HAVE BEEN ARRANGED.

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