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| Response to the Death of an Employee | |
| Policy: Death of a College Community Member | |
| Category: Administrative | Approval Date: November 17, 2020 |
| Procedure Owner: Vice President Corporate | Effective Date: November 17, 2020 |
| Procedure Administrator: Director, Human Resources | Review Period: 5 years |
| Associated Documents: N/A | |

PURPOSE

To ensure a consistent and coordinated approach by the College when responding to the death of a current or former employee.

PROCEDURE

1. Reporting, Coordinating Notification, and Response

Current Employee

1. Response to a death of an employee on or off campus falls within the jurisdiction and responsibility of the RCMP. The RCMP is responsible for notifying the next of kin.
2. If a member of the College community is present at an employee's death, they should:
 - a. first, call 911 immediately;
 - b. second, call the Security Centre emergency phone line: 343-4000 or 4000 from any campus phone.
3. Campus Security will:
 - a. contact and coordinate communication with RCMP immediately upon notification;
 - b. contact the appropriate internal contacts within the College including:
 - i. Manager, Security & Emergency Response;
 - ii. Director, Human Resources;

- iii. President;
- iv. Vice Presidents;
- v. Deans or Directors (Senior Administrator and/or Direct Supervisor);
- vi. Marketing and Communications.

Current and/or Former Employee

1. Where necessary, and at the discretion of the Director of Human Resources or designate upon notification:
 - a. coordinates the appropriate departments within the College (Appendix A);
 - b. ascertains the date and time of the funeral or memorial service and depending on the circumstances, coordinates a College presence at the funeral or memorial service;
 - c. acts as the primary College contact and ensure coordination of all response activities and communication in consultation with the family respecting their wishes first and foremost;
 - d. prepares the college response, with Marketing and Communications, to:
 - i. family;
 - ii. employees and students;
 - iii. media.
 - e. requests documentation when appropriate to do so (copy of the death certificate, power of attorney or estate executor) in order to direct communication appropriately;
 - f. evaluates the need for support services for those affected by the death;
 - g. consults with the President's Office to evaluate the appropriateness of lowering the flag in memory of the deceased;
 - h. requests the return of college property when appropriate to do so (keys, credit cards, technology, etc.);

- i. requests IT Services to close accounts (Banner, Active Directory, Network folders, etc.);
- j. requests current supervisor to change email and voicemail;
- k. updates, or request updates, to all personnel directories;
- l. prepares condolence letter on behalf of the President to family/next of kin/Estate Executor, including, if applicable,
 - a. details of final Payroll information including vacation and refunds for parking or other ancillary services;
 - b. information regarding pension, insurance, and death benefits;
 - c. information to access the deceased's T2202A and T4;
 - d. provide direction to collect personal belongings;
 - e. collect and include letters of condolence from the College community to the family;
 - f. provide information on grief counselling through the employee's benefit plan.

2. Timelines for Response

Due to the sensitive and urgent nature involved in responding to the death the College endeavours to respond within two (2) working days. Communication to the family/next of kin is done within five (5) working days of notification of the death.

Appendix A

The following Offices and departments are responsible for inactivating and updating records within their custody and control pertaining to the death of a college community member.

| Contact for Notification | Current Employee | Former Employee |
|----------------------------------------------------------------------|------------------|-----------------|
| Office of the President | √ | √ |
| Office of the Vice President Corporate Services | √ | √ |
| Office of the Registrar | √ | √ |
| Dean, Associate Dean, Supervisor | √ | √ |
| Ancillary and Sport Services | √ | √ |
| Community Relations / Alumni Association | √ | √ |
| Continuing Education | √ | √ |
| Counselling and Career Centre | | |
| Campus Management | | |
| Campus Store | | |
| Centre for Teaching and Learning | | |
| Finance | √ | |
| Health, Safety and Wellness Centre | √ | |
| Human Resources / Payroll | √ | √ |
| Information Technology | √ | √ |
| Library & Student Support Services | √ | √ |
| Marketing and Communications | √ | √ |
| Residence | | |
| Security and Emergency Response | √ | |
| Business Intelligence & Research | | |
| Student Connect Centre (Funding, Awards, Prospective Students) | | |
| Students' Association | | |
| S/A Student Benefits | | |