Response to Death in Franklin Pierce Community

PURPOSE: To provide an appropriate and consistent response to the death of a member of the Franklin Pierce community.

POLICY: When a death occurs among employees, members of an employee’s immediate family, students, alumni or trustees, the appropriate offices of the University will be notified and these offices will coordinate a response that is appropriate for the situation.

DATE APPROVED: September 4, 2001

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

I. Death of an employee
   A. When any area of the University learns of the death of an employee, they will notify the President, Human Resources, Student Life and Institutional Advancement.
   B. The President’s Office will coordinate a notification to the community.
   C. Student Life will notify the campus minister who will send a card.
   D. Human Resources will schedule a meeting with the family at an appropriate time to discuss benefits and final pay.
   E. If the death occurs in the workplace (please refer to our Crisis Communication Policy):
      1. Human Resources will coordinate the first contact with the family.
      2. Human Resources will work with managers and the Employee Assistance Plan to provide appropriate services to co-workers.
      3. Human Resources will review the circumstances to determine if Worker’s Comp or OSHA should be notified.
      4. Risk Management will be notified.

II. Death of a close relative of an employee
   A. For the purpose of this policy, a close relative of an employee is: spouse or civil union partner, children, parents, or siblings.
   B. When an area of the University learns of the death of a close relative, they will notify the President’s Office, Human Resources, Student Life and Institutional Advancement.
   C. Human Resources will contact the employee to determine if he/she would like the community to receive a notice. If the employee would like a community notice, Human Resources will work with Institutional Advancement to prepare the notice.
   D. Student Life will notify the campus minister who will send a card.

III. Death of a student
   A. When any area of the University learns of the death of a student, they will notify the President’s Office, Student Life, and Institutional Advancement.
   B. The President’s Office will coordinate an announcement to the community.
   C. Student Life will coordinate any memorial services held on campus.
   D. Student Life will work with the Counseling Center to provide appropriate services to students.
E. If the death occurs on campus or at a University sponsored event, Risk Management and the Coordinator of the Critical Incident Management Team will be notified.

IV. Death of an Alumnus
A. When any area of the University learns of the death of an alumnus, they will notify the President's Office, Alumni Relations, and Institutional Advancement.
B. The President will coordinate a notice to the community.
C. The Director of Alumni Relations will coordinate a notice to the alumni and any memorial services.
D. If the death is on campus or at a University sponsored event, Risk Management and the Coordinator of the Critical Incident Management Team will be notified.

V. Death of a Trustee
A. When any area of the University learns of the death of a Trustee, they will notify the President's Office.
B. The President’s Office will work with Chairman of the Board to prepare a notice to the community.
C. The President and Chairman of the Board will coordinate any special events.
D. If the death is on campus or at a University sponsored event, Risk Management and the Coordinator of the Critical Incident Management Team will be notified.