

Response to Death in Franklin Pierce Community

PUPOSE: 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.