

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Death or Serious Illness of Employees and/or Members of Their Immediate Families

EFFECTIVE DATE: July 1, 2000

I. Policy

In order to maintain a close and personal relationship between the College and its employees (both active and retired), there will be prompt recognition by the College of the prolonged hospitalization, serious injury, or death of a College employee, or death in the employee's immediate family (father, mother, spouse, and children).

The Vice Provost/Campus Executive Officer or his/her designee shall be responsible for the administration of this policy.

II. Procedure

A. Definitions

Employee For the purpose of this policy, the term employee shall include all persons employed by the College in a regular position, or retired from service with the College.

Immediate Family For the purpose of this policy, immediate family will include father, mother, spouse, and children.

Source of Policy: Transition Team VII
Human Resources

Related Policy: N/A

Approved: _____
President

Responsible Vice President for Business, Administrator: Finance & Info Systems

TBR Policy Reference: N/A

TBR Guideline Reference: N/A

Date: July 1, 2000

B. Procedures

1. Division Deans, Directors of Activities, and other administrative officials who have daily contact with and administrative responsibility for a group of College employees should follow these procedures. Upon learning of the prolonged hospitalization, serious injury, or death of a College employee, or the death of a member of the employee's immediate family, the concerned administrator should notify the appropriate Vice President or other College official.
2. The notification should normally be in memorandum form and should provide the following information:
 - a. The employee's name and position.
 - b. The condition of the employee. (A brief narrative description of the circumstances concerning the employee's death, injury, or illness. If possible include any other information which may be helpful. When appropriate in the cases of illness or injury, a prognosis as to the recovery of the employee (if known) would be helpful.)
 - c. The name, home address, and relationship of the employee's next of kin, if this is known, and if the situation warrants it.
 - d. In the case of the death of an employee, or a member of the employee's immediate family, the date, time, and place of interment.

A copy of this memorandum should be sent to the Office of Human Resources.
3. Administrators should periodically inquire concerning the progress of a hospitalized or seriously ill employee.

C. Purchase of Flowers

1. The purchase of flowers for individuals from College budgeted funds for any reason other than death is not authorized. No activity or individual other than the Office of Human Resources is authorized to place orders for flowers for individuals in the name of the College.
2. In the case of the death of an employee, or a death of a member of an employee's immediate family, as well as the death of a currently enrolled full-time student, a floral arrangement will be purchased from budgeted College funds. Each individual expenditure for flowers is limited to forty-five (45) dollars; however,

service charges and/or charges for long distance telephone calls or telegrams also may be paid in instances of out-of-town funerals.

3. In the event of a death, the person having knowledge of the death, or the concerned administrator should do the following:
 - a. Notify the Office of Human Resources during regular office hours and provide the following information:

Name of the deceased and relationship to the employee, if appropriate

Date, time, and place of funeral

Any other appropriate information

- b. Insure that reports are prepared as outlined within this procedure

4. The designated employee in Human Resources will place an order for flowers.
5. In the case of the death of a full-time student, the purchase of flowers shall be requested and approved by the Provost/Executive Vice President of Academic and Student Affairs or his/her designee.

D. Letters of Condolence

The Office of the Vice Provost/Campus Executive or College official, in coordination with the Office of Human Resources, will prepare a letter of condolence to the family of the deceased or injured employee. Such letters should include appropriate comments to assist the bereaved or affected family. Particular attention should be given to advising the family of the correct procedures for the presentation of claims for pay, insurance, and other benefits, as appropriate. A copy of this letter should be forwarded to the President's Office.