

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:28:00

Date: 1996

Subject: Notification Procedures – Death of an Employee

Upon notification of the death of an active employee of the College, the offices identified below will be responsible for the following activities:

HUMAN RESOURCE MANAGEMENT

- Complete and distribute Notification Memorandum to ensure that appropriate offices are promptly notified. Human Resource Management will use its discretion about when a phone call should precede the form;
- Serve as liaison for family and beneficiaries on compensation benefit issues;
- Update HRMS and other employment records.

HOME DEPARTMENT OF DECEASED EMPLOYEE

- Notify Human Resource Management as soon as possible if family makes the initial contact with the department;
- Complete and route Employee Change Form;
- Prepare brief bio (paragraph or two of personal information or anecdotes about history at the College) for use by Public Affairs and President's Office;
- Notify colleagues and students;
- Following a reasonable time interval, notify family or estate of personal items available in office, desk, work station, or locker. Make arrangements for assistance with packing and retrieving personal items, if necessary and requested.

COLLEGE RELATIONS

- Prepare appropriate notices for *The College Bulletin* and *The Record*;
- Respond to press inquiries as appropriate.

UNIVERSITY POLICE

- Lower special mourning flag (not U.S. flag) to half-mast on all campus flag poles to acknowledge the loss of a member of the campus community;
- Update information system and cancel SUNY card.

CAMPUS SERVICES

- Work with home department of deceased to move personal items and retrieve all College keys or other college property.

LIBRARY

- Update Library records and Web Directory Information;
- Work with home department and family to secure library materials on loan to the deceased.

COMPUTING SERVICES

- Update system records and appropriate electronic files.

OTHER ADMINISTRATIVE OFFICES

- Update department records and send condolences, as appropriate.