

Ocean County College, Toms River, NJ

PERSONNEL
ALL EMPLOYEES
Death of Employee
or Employee's Relative #3010

POLICY

The College shall appropriately acknowledge and memorialize the occasion when an employee (active or retired) or an employee's close relative dies unless the employee had previously determined otherwise.

ADOPTED: November 24, 1975
Revised: March 23, 1992
Revised: April 29, 2002

REVIEWED: April 16, 1991

PROCEDURE

Purpose: The procedure is to provide for timely notification to the college community and where appropriate, memorialization of deaths of employees and their close relatives.

1. Any college employee who becomes aware of the death of another college employee or the close relative of a college employee, shall:
 - Notify the Office of Human Resources, giving as much information regarding the details of the death and funeral/memorial arrangements as are known.
2. After the Office of Human Resources is notified of the death of an employee (active or retired), it will issue a memorandum notice to the College community regarding the death and the funeral/memorial arrangements (if known). The Office of Human Resources shall prepare an appropriate Board of Trustees resolution for the next regularly scheduled meeting and shall contact the next-of-kin to provide assistance in processing beneficiary coverage (if applicable).
3. The President shall issue such condolences to the deceased's survivors, as deemed appropriate.
4. This protocol shall also apply to retired employees, in as much as the college is made aware of deaths and funeral/memorial arrangements.

Adopted: November 24, 1975

Revised: April 16, 1991

Revised: October 22, 1991

Revised: June 23, 1992

Revised: April 25, 2000