



Death Notification and Acknowledgement Policy

PER 6.0

Human Resources/ Academic Affairs

Policy type: Operational

Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES

Issued: July 1, 2017

Revised:

Edited:

Reviewed:

In the tragic event of a family member, spouse, student, or a member of the Mount Union community passing away, human resources should be contacted. Human Resources will then use the following procedures to contact the appropriate people and provide counsel and accommodations through this difficult time.

Table of Contents

- I. Procedures
 - A. Faculty or Staff Member’s Parent, Spouse, Child, or Domestic Partner’s Death
 - B. Faculty or Staff Member’s Death
 - C. Student’s Parent or Sibling Death
 - D. Death of a Student
 - E. Death of Alumni or Friends

Definitions

Term	Definition

Policy Details

PROCEDURE

Issued:

Revised:

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Reviewed:

1. Faculty or Staff Member’s Parent, Spouse, Child or Domestic Partner’s Death
 - a. Notify the Human Resources Department.
 - b. The Human Resource Department will send flowers. The card will read: “With prayers and sympathy, The University of Mount Union”.
 - c. If permission is granted by the Faculty or Staff member, The Human Resource Department will communicate to the campus community detailing the arrangements. No biographical details will be given. The communication currently reads as follows: We extend our deepest sympathy to Faculty / Staff’s name, Title, & Department of University, whose parent, spouse, child, & name of deceased passed away on date. Calling hours will be time, date, location. The funeral will be (time, date and location). Please keep the name family in your thoughts during this difficult time.
 - d. The Vice President will have discretion on whether flowers should be sent in the death of anyone other than a parent, spouse, child or domestic partner.
2. Faculty or Staff Member’s Death:
 - a. The appropriate VP notifies President’s Council.
 - b. President’s Council will decide whom, if anyone, should attend the calling hours or the funeral.
 - c. VP of Business Affairs will notify the Human Resource Department.

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- d. The Human Resource Department will send flowers following same steps as in #1a, b and c above.
- e. The appropriate VP will coordinate with the Marketing Department a biographical release to the campus community, if applicable.

3. Student's Parent or Sibling Death:

- a. Notify Student Affairs.
- b. Student Affairs to notify appropriate faculty and administrative personnel
- c. Student Affairs will decide whom, if anyone, should attend calling hours or funeral.
- d. Student Affairs has discretion on whether to send flowers.

4. Death of Student

- a. Notify Student Affairs.
- b. If necessary, Student Affairs will notify family (in conjunction with chaplain or faculty who may have had a relationship with student, if appropriate).
- c. President's Council will determine if anyone other than Student Affairs Staff should attend the calling hours or funeral.
- d. Flowers will be sent.
- e. Student Affairs will notify the campus community as appropriate.

5. Death of Alumni or Friends

- a. Notification given to Advancement (can come in a variety of forms).
- b. VP of Advancement consults with Advancement Staff about appropriate response
- c. Advancement has discretion on whether to send flowers.

Responsibilities

Position or Office	Responsibilities
Human Resources	First department to be contacted in the event of a death
Student Affairs	First person to notify in case of a student or student's parent death
Office of Business Affairs	Will help to coordinate who needs to be contacted
Advancement	Will send flowers to the family or where deemed appropriate

Resources

Contacts

Position	Office	Telephone	E-mail/URL
Human Resources	Human Resources	(330) 829-6560	Humanresources@mountunion.edu
VP of Students	Student Affairs	(330) 823-2243	Student_Affairs@mountunion.edu
VP for Business Affairs	Office of Business Affairs	(330) 823-6599	businessoffice@mountunion.edu
VP for Advancement	Advancement Office	(330) 823-2282	Advancement@mountunion.edu

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History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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