



# Operating Protocol & Procedure

## Details

Number: 220

Title: Notification of a Death

Category: Employees

Responsibility: Human Resources

Approval Date: 2/2/15

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## Purpose

To establish procedures pertaining to the death of an employee, retiree, or family member.

## Applicability

All employees.

## Definitions

Family Member – an employee’s spouse, child, parent/guardian, or other family member living in the employee’s residence.

## References

None

## Attachments or Related Forms/Documents

None

## Operating Protocol

Pueblo Community College seeks to provide timely and sensitive notification to the campus community of the death of an employee, retiree, or family member while maintaining the privacy of the decedent’s family.

No notifications shall be made until the death is confirmed. When possible, priority shall be given to the personal notification of students, faculty, or staff most closely associated with the deceased.

Human Resources has primary responsibility for managing PCC’s response to the death of an employee, retiree, or employee’s family member. Marketing & Communications shall coordinate communication of the notice.

An employee who is notified of or receives information concerning the death an employee or retiree should immediately notify Human Resources.

Faculty, instructors, and supervisors will accommodate to the greatest extent possible student and/or employee requests for time off needed to grieve or seek professional support.

## **Procedure**

When a death is reported by the media or on social media, or from a student or employee, Human Resources and Marketing & Communications collaborate as necessary to confirm the death. If confirmed, these offices work to provide a prompt and personal notification of the death to students, faculty, or staff who were closely associated with the deceased.

## **Employee**

### Human Resources

- Verifies death through vital statistics, death certificate, obituary, or other method.
- Notifies the Office of the President and Marketing & Communications.
- Notifies the employee's leadership chain (Vice President/Executive Dean, Dean/Director, Chair/Supervisor).
- Coordinates notification of employee's immediate co-workers and students if applicable.
- Arranges appropriate professional grief support and counseling.
- Collaborates with Marketing & Communication to draft a notification from the Office of the President.
- Requests from IT deactivation of email account and PCC system access.
- Requests from Public Safety deactivation of employee's ID card access and update to parking pass.
- Coordinates return of employee's personal belongings to family and pick-up of PCC property.
- Ensures final payment of wages to employee's family.
- Provides notification to the campus community of the family's intentions regarding viewing, funeral arrangements, and memorial donations.
- Assists family submit life insurance claim and other insurance or benefit claims as appropriate.
- Discusses with Facilities and supervisor lock changes if employee's keys are not returned.

### Marketing & Communications

- Serves as College contact for media inquiries pertaining to the employee's death.
- Disseminates notice of employee's death to campus community.

## **Retiree**

### Human Resources

- Verifies death through vital statistics, death certificate, obituary, or other method.
- Notifies the Office of the President and Marketing & Communications
- Notifies the retiree's former leadership chain (Vice President/Executive Dean, Dean/Director, Chair/Supervisor)
- Requests the family's permission to inform the PCC community of the retiree's passing.
- Assists family submit life insurance claim and other insurance or benefit claims as appropriate.
- Collaborates with Marketing & Communication to draft a notification from the Office of the President.

## Marketing & Communications

- Serves as College contact for media inquiries pertaining to the retiree's death.
- Disseminates notice of retiree's death to campus community.

## Family Member

If a supervisor is notified of the death of an employee's spouse, child, parent/guardian, or household member, the supervisor should ask for the following information from the employee:

1. Do they want notification going out to the college?
2. If so, what information would they like included:
  - a. Name
  - b. Relationship
  - c. Memorial service arrangements/notifications
  - d. Gifts in memory
  - e. Cause of Death
  - f. Other

This information is provided to the Vice President of Human Resources (VPHR) in order to draft a campus notification. The VPHR will provide the draft to the Marketing & Communications Office for distribution to the College. If the employee does not request campus notification, it is the supervisor's responsibility to determine what, if any, information the employee wants shared only with department/division colleagues.

HR coordinates with the family if the member was covered under any benefit or insurance provisions.