



Operating Protocol & Procedure

Details:

Number: 249

Title: Memorial Recognition

Category: Employees

Office of Primary Responsibility: President's Office

Approval Date: 5/6/24

Effective Date: 5/6/24

Revised: N/A

Reviewed: May 2024

Purpose:

To clarify eligibility for Memorial Recognitions and a process for honoring full and part-time employees of Pueblo Community College who pass away during their employment and before becoming eligible for Emeritus and/or Distinguished Status.

Applicability:

All current employees: Faculty, Classified Staff, and Administrative/Professional/Technical (APT) staff, and current Long-term Part-time Instructors.

Definitions:

Long-term Part-time Instructors: Part-time instructors who have taught at least 3 credit hours each year for five or more years at a PCC campus/site and/or for a PCC "home" online course.

References (provide hyperlinks if possible):

None

Attachments or Related Documents:

None

Operating Protocol:

This protocol provides eligibility criteria for a Memorial Recognition and procedures for requesting the honor.

Procedure:

A. Process

1. Human Resources will forward to the President's Office the names of any employees who passed away while employed at the college.
2. The President's Office will determine how best to administer the process of memorializing the deceased employee to include the collection and verification of employment documentation and years of service from Human Resources, divisional/campus deans, and/or supervisors.

3. Recommendations for Memorial Recognitions will be forwarded to Cabinet by March 1st of each year.
4. Cabinet will review the recommendations and offer final approval. In the rare occasion that Cabinet or the College President has reason to deny a Memorial Recognition that had been recommended task force, they shall provide written justification to the College President before the Cabinet meeting at which the memorial recognition will be reviewed and voted on for approval.
5. The President and/or deceased employee's direct supervisor will notify appropriate family member(s) of the Memorial Recognition.
6. A Memorial Recognition request will be submitted to PCC facilities for the Memorial Recognition Display.
7. Memorial Recognitions will be presented/displayed in April/May and announced at an All-Faculty meeting and/or College-wide meeting and/or Graduation-related event

B. Memorial Recognition—Names of employees who passed while employed at the college will have their name on a recognition display.