

NOTIFICATION OF EMPLOYEE DEATH

PURPOSE

To establish a consistent, respectful, and timely process for notifying the College community of the death of an employee while honoring the wishes of the employee's family and ensuring appropriate coordination of internal and external communications.

POLICY STATEMENT

All communications related to the death of an employee will:

- Be handled with dignity, compassion, and respect
- Prioritize the wishes and privacy of the employee's family
- Ensure accuracy of information prior to release
- Maintain consistency in internal and external messaging

Responsibilities

Human Resources (HR):

- Confirm the death of the employee through a reliable source (family member, official notice, or supervisor confirmation)
- Serve as the primary point of contact with the employee's family, when appropriate
- Coordinate internal notification to campus
- Share memorial service details when available and approved

Marketing & Communications:

- Coordinate all external communications, including media inquiries and social media
- Issue public announcements only after an obituary or family-authorized public notice is released
- Ensure messaging aligns with institutional standards and family wishes

Supervisors:

- Notify Human Resources immediately upon learning of an employee's death
- Provide support to affected departments and employees

PERSONS AFFECTED

All Edison State Community College employees