

Approval Date: May 13, 2011

Parent Policy: [Death of a Member of the University Community - University Response Policy](#)

## Death of a Staff Member – University Response Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

When the death of a **staff member** occurs, it is the responsibility of the University to respond in an appropriate manner. These guidelines have been established to ensure an orderly, effective, and caring response.

The collective bargaining agreements contain information about benefits and insurance in the event of a staff member's death in service.

### Purpose

This procedure ensures that upon the death of a staff member:

- the staff member's contributions to the University of Alberta and community at large are acknowledged;
- all communications with the **staff member's family**, colleagues, as well as the general public, are handled in a timely and professional manner.

## PROCEDURE

### 1. NOTIFICATION

- a. Response to the death of a staff member will be handled initially by the local police agency and/or the hospital involved. In accordance with the Fatalities Inquiries Act, these agencies will notify next-of-kin.
- b. Upon learning of a staff member's death, the Faculty, department or unit where the deceased staff member was employed should notify the dean of the Faculty or director of the unit, and the Office of Vice-Provost and Associate Vice-President (Human Resources). The Vice-Provost and Associate Vice-President (Human Resources) will notify others as appropriate. All communication regarding the death of a staff member will be subject to privacy laws.

### 2. RESPONSIBILITIES

- a. The Director, Department Chair or Dean will contact the staff member's family to express condolences, and to refer to appropriate sources of help. They will arrange for the appropriate handling of personal effects. Communication with the community regarding the death will be done in consultation with the staff member's family. If appropriate, the Dean or designate will prepare a statement of tribute to be presented at the next meeting of the Faculty Council.
- b. Colleagues, co-workers, and students, if applicable, may need assistance in dealing with their reactions to the death. Human Resource Services can provide support and resources during a period of mourning.
- c. Pension and Benefit Advisory Services will:

- i Determine the benefits that are payable and advise the beneficiary/executor.
  - ii Make arrangements with the appropriate carriers.
- d. In the case of the death of a faculty member, the Dean or a designate will:
- i Work with the family to arrange to have someone act as ‘academic or scholarly’ executor to handle publications in preparation, or submitted but not accepted and to notify relevant professional journals.
  - ii Arrange for someone to assume the responsibility for graduate students and notify the Dean of the Faculty of Graduate Studies and Research about the deceased faculty member’s students.
  - iii Re-assign lectures and/or other duties as required.
  - iv Notify professional journals to delete name from subscription lists.
  - v If the deceased were a holder of a grant, such as NSERC, SSHRC, or Canada Council, the Chair would contact the Research Services Office to determine the procedures required by the appropriate granting agency.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<b>Staff Member</b>	Refer to Appendix A and B of the Recruitment Policy.
<b>Staff Member’s Family</b>	Parents, spouse, common-law partner, children, and/or emergency contact as indicated on the staff member’s record.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Notice of Death Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Flag Policy](#) (UAPPOL)

[Human Resource Services](#) (University of Alberta)

[Lowering of University Banner as a Sign of Mourning Procedure](#) (UAPPOL)