

GENERAL PERSONNEL

Administrative Procedure – Death of an Employee or Employee’s Immediate Family Member

The death of an employee or retiree represents a loss for the SEDOL community, as well as for the family and friends of the deceased. The purpose of this procedure is to establish certain responsibilities concerning notifications that need to be made and to respond in a timely and sensitive manner with regard to the immediate family, relatives, and friends of the deceased.

The following procedure will be used to inform the SEDOL community of an employee’s death:

1. The immediate supervisor will inform the Human Resources Administrator of an employee’s death, creating a central point through which information can be verified and disseminated. The Human Resources Administrator will notify the Superintendent’s office.
2. The Human Resources Administrator will contact the Social Work Department and direct said person to contact the respective department or building supervisor to assist in grief counseling, assist in any classroom or office discussions, distribution of bereavement materials, referrals for grief counseling, and special support groups outside the classroom setting, if applicable.
3. The Superintendent or designee will send a sympathy card to the family. A member of the Administrative Team will attend the local visitation, funeral, or memorial service. The Superintendent or designee will make a decision based on the circumstances, which staff member(s) will be released to attend services. The Administrative Team will discuss the type of personal leave to be accessed.
4. In lieu of flowers, a donation in the amount of \$75.00 will be made to the SEDOL Foundation on behalf of the Executive Board and Administration, in memory of the deceased employee. This does not preclude what an individual or department may choose to do in memory of their co-worker. There has been a history of staff contributing by departments to provide landscaping enhancement, (i.e. bushes, trees, etc.) in memory of the deceased.
5. In the event the family wants to establish a scholarship or memorial fund through the SEDOL Foundation, the Superintendent or designee will contact the family to discuss possible options to be considered when establishing a memorial scholarship fund.
6. The Human Resources Department or designee will provide biographical data and a photograph, if possible, to be posted electronically to SEDOL staff. Biographical data should include employee’s name, job title, and length of SEDOL employment, department(s) affiliation, or any other pertinent information.

In the event an employee’s immediate family member passes away, the employee’s supervisor shall inform the Human Resources Administrator, creating a central point through which information can be verified and disseminated. The Human Resources Administrator will notify the Superintendent’s office.

1. The Superintendent or designee will send a sympathy card to the employee and surviving spouse or children.

2. The Human Resources Department or designee will provide information regarding visitation time and location, funeral time and location, department/building contact person and telephone number. Staff members desiring to attend services must do so on their own time.
3. The employee's immediate supervisor/department will be responsible for contacting the Social Work Department to communicate the need for support/grief counseling for the employee.

Dated: January 2016