

DEATH OF AN EMPLOYEE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	General
Parent Policy:	A49 Death of a Student or Employee
Approval Date:	January 24, 2022
Effective Date:	January 24, 2022
Procedure Owner:	Chief Human Resources Officer

Overview:	The Chief Human Resources Officer (CHRO), working in cooperation with a network of College personnel, will ensure the following procedures are implemented as a response to the death of an employee whether it has occurred on or off campus.
Procedures:	<p>PROCEDURES FOR DEATH ON CAMPUS</p> <p>DISCOVERER</p> <ul style="list-style-type: none"> • Notifies the RCMP/Emergency Services by calling 911. • Contacts or designates someone to contact Campus Security at the Security office, or dials 8225 or 403-556-8225. • If a death is discovered on campus: Remain/return to the scene once Security has been contacted and if it is safe to do so. <p>SECURITY</p> <ul style="list-style-type: none"> • If the death occurs on campus, security notifies the RCMP/Emergency Services by calling 911, unless the discoverer has already called 911. • Notifies the Manager of Health, Safety and Security and CHRO. • Restrict access to the area. • Controls the scene until the arrival of the RCMP/Emergency Services. • Ensures extra Security members are provided to assist, to address safety/security issues, and direct visitors to the appropriate area, if necessary. • Locates employee's vehicle and gives information to CHRO. <p>RCMP/EMERGENCY SERVICES</p> <ul style="list-style-type: none"> • Handles the investigation, as required. • Notifies the employee's next of kin. <p>MANAGER HEALTH, SAFETY, AND SECURITY</p> <ul style="list-style-type: none"> • Coordinates an immediate emergency response.

- Attends the scene and acts as a liaison to assist the RCMP / Emergency Services and any other external partners.
- Notifies the CHRO and Director, Marketing & Corporate Communications.
- Ensures that all of the employee's personal belongings are left exactly as they were found.

CHRO

- Notifies the Executive Leadership Team.
- Confirms the death and that next of kin have been notified before proceeding further.
- Advises Manager, responsible for student wellness, in the event that the employee death was a student-facing role.
- Arranges for a College representative to be present when the family arrives on campus and for them to have privacy.
- Informs the College community as appropriate.

DIRECTOR, MARKETING AND COMMUNICATIONS

- Arrives at the College, if necessary, and handles/delegates any media requests.
- Consults where possible with the CHRO and with the Executive.

PROCEDURES FOR EMPLOYEE DEATH OFF CAMPUS

- Employee deaths should be reported to the CHRO.

FOLLOW UP ACTION

DIRECTOR, MARKETING AND COMMUNICATIONS

- In consultation with the CHRO, ensures consistency with internal communications and develops and implements all external communication strategies, if appropriate. This may include media, staff, students, Board of Governors, Students' Association, website or Alberta Advanced Education.
- Monitors social media and traditional media channels.
- Enacts the Flag Protocol to have flags lowered to half mast.

CHRO

- Contact the College legal counsel, if required, before proceeding further.
- Makes initial College contact with next of kin/family to offer condolences.
- Makes follow-up call to family to assist with immediate arrangements (e.g., collection of personal effects/items).
- Arranges for flowers to be sent to the family on behalf of the College.
- Coordinates College meetings with program teams and students as appropriate to discuss immediate action plans (e.g., internal communications to students/faculty, support services).
- Arranges transportation for College students and staff to attend the funeral / memorial service, as appropriate.
- Ensures that support services such as trauma counselling are available for individuals affected by the situation.

- Decides if, where and when a gathering place should be established for students, staff, and faculty to grieve in community and make arrangements.
- Initiates employee off-boarding and information technology suspension of email and other accounts.
- Provides next of kin or other appropriate contact with applicable life insurance documentation,
- Ensures any mail is forwarded to next of kin.
- Recovers keys and other College property.

MANAGER RESPONSIBLE FOR STUDENT WELLNESS

May be asked to coordinate support services such as counselling and accommodations for students affected by the situation.

BUSINESS SERVICES

- All payments (e.g. payroll, expense claims, etc.) and distribution of payments (e.g. estate or other payee.) to be approved by the CHRO or HR delegate prior to release.

PRESIDENT

- Prepares sympathy letter

Definitions:

Related Information:

Review Period:

Revision History:

[Death of a Student or Employee Policy](#)

3 years

December 2021: New