



DEATH OF A STUDENT OR EMPLOYEE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	G. People & Culture
Policy Number:	G03
Approval Date:	January 24, 2022
Effective Date:	January 24, 2022
Policy Owner:	Vice President, Student Experience Chief People & Culture Officer

Objective:	In responding to the death of an enrolled student or current employee, Olds College of Agriculture & Technology (the "College") will respond in a professional, sensitive and sympathetic manner to provide an orderly, effective and caring response.
Policy:	<p>RESPONSIBILITIES The Vice President, Students Experience (VP) or Chief People & Culture Officer (CPCO) shall be responsible to work with a network of College personnel to ensure that human needs and business matters are managed. The VP, in consultation with the Vice President responsible for Academics, will be responsible for the design, distribution and supply of necessary web pages, forms, and procedural directions pertaining to the death of a student. The CPCO will be responsible for the necessary forms and procedural directions pertaining to the death of a current employee. Procedures to implement the intent of this policy have been developed.</p> <p>GUIDELINES This policy pertains to all students currently enrolled at the College, and all staff members currently employed by the College.</p> <p>All actions regarding the death of a student or employee are respectful of the families, students, staff, and individuals involved.</p>
Definitions:	
Related Information:	
Related Procedures:	G03 Death of a Student Procedure G03 Death of an Employee Procedure
Review Period:	3 years
Revision History:	Revised: January 2005 Revised: October 2014



Revised: June 2019
Revised: January 2022