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|  BRANDON UNIVERSITY | Death of a University Employee, Retiree, Student or Officer | Approved by: President’s Administrative Council Administered by: President and Vice-Chancellor or designate |
| Administrative Policy | First Approved: September 8, 1999 | Updated: February 28, 2018 |

Brandon University (“the University”) is committed to providing a safe, healthy and productive campus environment for students, staff, faculty and visitors.

1.0 Scope

This policy applies to all students, staff, faculty and officers of the University.

2.0 Policy

In the event of a death, the University will recognize and honour a university employee, retiree, student or officer in a timely, effective and respectful manner. The University will adapt the procedures according to the circumstances relating to an event.

3.0 Definitions

Not applicable

4.0 Accountability

The President and Vice-Chancellor, or designate, shall be responsible for the communication, administration and interpretation of this policy.

5.0 Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date February 2021. In the interim, this policy may be revised or rescinded if the President and Vice-Chancellor, or designate, deems necessary or if there are changes within legislation which require such.

6.0 Previous Policies

Administrative Policy/Procedure to be Implemented in the Event of the Death of a University Employee, Retiree, Student or Officer (September 8, 1999).

7.0 References

7.1 Sources. Not applicable

7.2 Related documents.

University of Manitoba. Student Affairs. (2016). Student death protocol. Winnipeg, MB.

Procedures

1. In the event of the death of a university employee, including those on long-term disability, or a retired regular employee, the Human Resource Department shall, as appropriate:
 - a) Advise the Head of the area in which the person had been engaged;
 - b) Request that the Director, Physical Plant, make provision for the lowering of the flag to half-mast which shall be flown for two working days;
 - c) Request the Human Resources Office send appropriate communications within the University community to those that will be affected by the death;
 - d) Identify the university official who shall act as university spokesperson in the event that there is a need for a public communication;
 - e) Request that the President write a letter of condolences to the family or next of kin;
 - f) Inform the appropriate area that grief support is offered through the Employee Assistance Plan;
 - g) Assist with the coordination of an on-campus memorial service, if requested by the family or next of kin;
 - h) Request that the Director, Information Technology Services deactivate the person's email account;
 - i) Request that the Head of the area in which the person had been engaged, coordinate the return of any personal belongings left on University property to the family or next of kin;
 - j) Process payment of wages and remit to the beneficiary or estate as relevant: record of employment, final pay cheque, tax information and any other employment-related materials;
 - k) Determine if the person was renting a locker in the Healthy Living Centre or elsewhere on the University campus and coordinate the pick-up of any belongings with the family or next of kin; and
 - l) Determine if any books need to be returned to the Library and coordinate the return of books with the family or next of kin. Library fees will be waived.

2. In the event of the death of a university student, the Dean of Students (or designate) shall, as appropriate:
 - a) Inform the President and Vice-Chancellor who shall write a letter of condolences to the family or next of kin;
 - b) Inform the Dean of the faculty/school in which the person had been studying who shall notify the appropriate instructors and/or thesis advisors. If a residence student, the Dean will also inform the Residence Manager;
 - c) Inform the Director, Physical Plant, to make provision for the lowering of the flag to half-mast which shall be flown for two working days;
 - d) Inform service providers within the Student Services area of the death in order that their information is adjusted accordingly;
 - e) Identify the university official who shall act as university spokesperson in the event that there is a need for a public communication;
 - f) With the assistance of the personal counsellors, determine counselling needs for students, faculty and staff who have been/will be affected by the death;
 - g) Request that the Registrar remove the person from any registered courses for the session;
 - h) Request that the Director, Information Technology Services and the Director, Financial and Registration Services: deactivate the person's email account, mark the person as deceased in the Student Information System and remove the person from all University directories and mailing lists;
 - i) Request that the Residence Manager determine any fees that are to be refunded to the person's estate, coordinate pick-up of any belongings left in residence, cancel any parking passes registered to the person, ensure that any preauthorized residence fees are cancelled, determine if a vehicle has been left on campus and coordinate its return to the family or next of kin, as applicable;
 - j) Determine with the Ancillary Services Manager, whether any parking fees are refundable and arrange for such refund to be made to the person's estate;
 - k) Request that the Human Resource Department determine whether the person was employed on campus as a marker, teaching assistant, research assistant, etc. If so, coordinate the return of any University-related records from the person's residence or work space to the University, process payment of wages and remit to beneficiary or estate; and forward record of employment, final pay cheque, tax information, and any other employment-related materials to the family or next of kin;

- l) Request that the University Registrar determine any internal and external funding received by the person including scholarships, bursaries and other financial aid in order to discontinue payments as required; review eligibility for a posthumous degree and notify the family or next of kin as appropriate and provide a final copy of the student transcript;
 - m) Notify the Brandon University Students' Union Health and Dental Plan administrator to identify and discontinue any benefits;
 - n) Determine if the person was renting a locker in the Healthy Living Centre or elsewhere on the University campus and coordinate the pick-up of any belongings with the family or next of kin;
 - o) Determine if any books need to be returned to the Library and coordinate the return of books with the family or next of kin. Library fees will be waived; and
 - p) Request that the Director, Financial and Registration Services determine any refundable balances and make payment to the estate, ensure tuition billing and correspondence cease, and generate the T2202A form to forward to the family or next of kin.
3. In the event of the death of a member of the current Board of Governors, the Chair or Past-Chair of the Board of Governors, a Past-President, the Chancellor or Past-Chancellor, the President (or designate) shall, as appropriate:
- a) Request the Human Resources Office send appropriate communications within the University community to those that will be affected by the death;
 - b) Identify the university official who shall act as university spokesperson in the event that there is a need for a public communication; and
 - c) Request the Director, Physical Plant, to make provision for the lowering of the flag to half-mast which shall be flown for two working days.
4. Inquiries may be directed to the Office of President and Vice-Chancellor at president@brandonu.ca or (204) 727-9714.
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