**SUMMARY:**

Coastal Carolina University has established a procedure for the Office of University Communication to notify the campus community about the death of a faculty/staff member or a retired faculty/staff member.

**POLICY:**

I. EMPLOYEE’S DEPARTMENT

   A. When advised of employee’s death, the department immediately contacts the President’s Office at 843-349-2002 with the following information:
      1. Employee’s name, age, gender, department name and title;
      2. Date, time and cause of death (if known);
      3. Date employment began at University, and if applicable, date retired; and
      4. Name and address of surviving spouse, dependent, or beneficiary and relationship if other than surviving spouse or next of kin.

   B. Contacts Office of Human Resources and Equal Opportunity- Executive Director at 843-349-2036 and provides the following information:
      1. Employee name, employee identification number, department name and title;
      2. Last day worked or last day in pay status;
      3. Date and cause of death (if known);
      4. Name, address, and phone number of surviving spouse, dependent or contact person.

   C. Completes a Personnel Action Form (PAF) and a Notice of Separation form; provides both forms to the Office of Human Resources and Equal Opportunity within one (1) University work day.

II. PRESIDENT’S OFFICE

   A. Reports applicable information to the Office of University Communication.
B. Prepares a notification to the following as applicable:
   1. Board of Trustees
   2. Office of the Provost
C. Sends letter of condolence to spouse, dependent, or beneficiary.

III. OFFICE OF UNIVERSITY COMMUNICATION
A. Based on information from the Office of the President and the Office of Human Resources and Equal Opportunity, develops a university-wide notification to be communicated to all faculty and staff (and students when advised by the Office of Student Affairs).
B. If information about the deceased is of interest to news media, provides information to the media including a University statement.

VI. OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY – EXECUTIVE DIRECTOR
A. Contacts the Benefits Manager and Senior Payroll Accountant within the Office of Human Resources and Equal Opportunity. The Executive Director provides the following information:
   1. Employee name, employee identification number, department name and title;
   2. Last day worked or last day in pay status;
   3. Date and cause of death (Benefits Manager only, if known);
   4. Name, address, and phone number of surviving spouse, dependent or contact person.
B. If there are benefits matters to be addressed, the Benefits Manager will communicate with the beneficiary(ies) of record, if contact information is available.
C. Upon receipt of the signed Personnel Action Form (PAF), the Senior Payroll Accountant will determine wages and accrued leave due and owing as of the last day worked or last day in a pay status. Transmittal of such funds will be done in accordance with Payroll procedure.