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SUMMARY:

Coastal Carolina University has established a protocol for the Office of University Marketing and 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 an employee’s death, the department immediately contacts Human Resources and Equal Opportunity (HREO) and provides the following information:
   1. Employee’s name, department name and title;
   2. Date of death (if known);
   3. Last day worked or last day in pay status, if applicable; and
   4. Name and address of surviving spouse, dependent, or next of kin.

B. If applicable, the department should then complete a Personnel Action Form (PAF) and a Notice of Separation form and provide both forms to HREO as soon as possible.
C. Please see UNIV-204 Expenditure Policy for information relating to memorials.

II. HUMAN RESOURCES AND EQUAL OPPORTUNITY

A. Reports applicable information to the Office of the President, the Office of University Communication and Information Technology Services.

III. THE OFFICE OF THE PRESIDENT

A. Prepares a notification to the following, as applicable:
   1. the University Board of Trustees
   2. the Office of the Provost

B. Sends letter of condolence to spouse, dependent(s) or beneficiary.

IV. University Marketing and Communication

A. Based on information from HREO, develops a universitywide notification to be communicated to faculty and staff (and to students when advised to do so by Student Affairs).

B. If information about the deceased is deemed to be of interest to news media, provides information to the media, including a University statement.

C. Coastal Carolina University will honor the known wishes of the family in regard to public dissemination of the notice of the employee’s death.