



Policy Title:	Announcements of Employee, Trustee, and Friends of the University Death
Policy Number:	FAST-233
Revision Date:	June 2021
Policies Superseded:	1252; HREO-153
Policy Management Area(s):	Human Resources and Equal Opportunity

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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, a retired faculty/staff member, a past or present member of the Board of Trustees, or a friend of the University.

POLICY:

I. CURRENT OR RETIRED EMPLOYEE

- A. When advised of an employee, retired employee, or trustee'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. Human Resources and Equal Opportunity will report applicable information to the Office of the President, the Office of University Marketing and Communication and Information Technology Services.
- D. The Office of The President will prepare a notification to the University Board of Trustees and the Office of the Provost, as applicable, and send letters of condolence to spouse, dependent(s) or beneficiary.
- E. University Marketing and Communication will:
 - 1. Develop a Universitywide notification, based on information from HREO, to be communicated to faculty and staff (and to students when discussed with Student Affairs and advised to do so).
 - 2. Provide information to the media, including a University statement, if information about the deceased is deemed to be of interest to news media.
 - 3. Honor the known wishes of the family in regard to public dissemination of the notice of the employee's death.

II. PAST OR PRESENT MEMBER OF THE BOARD OF TRUSTEES

Announcements of the death of past or current University trustees will be handled by the Office of the President.

III. FRIENDS OF THE UNIVERSITY

Announcements of the death of friends of the University will be handled by the Office for Advancement and Alumni Engagement, in coordination with University-affiliated foundations, boards, and commissions, and the Office of the President.

IV. MEMORIALS

Please see [UNIV- 204 Expenditure Policy](#) for information relating to memorials.