

Bereavement Policy (Employees and Students)

Purpose To ensure that the College recognizes the death of an employee or student with an appropriate expression of sympathy and memorial.

Policy The College will provide appropriate and timely notification to the College Community upon the death of a College employee or student.

Applies to The VCC Community.
References to “employee” refer to current employees.

- Procedures**
1. Employees notified of the death of an employee or student will advise the Director of Human Resources/Dean of Student Services, who will verify the information and advise the President’s Office.
 2. The President will send a college wide e-mail to notify the College community of the death of an employee and will advise funeral/memorial arrangements as soon as available.
 3. The President will send a letter of condolence to the family.
 4. Human Resources will contact the family regarding employee benefits, etc.
 5. Written notification of the death of a student (obituary, letter from immediate family, etc.) should be forwarded to the Registrar’s office as soon as possible.
 6. The Dean of Student Services or delegate will contact the family of the student to offer assistance.
 7. The Counselling Department will provide counselling services, if appropriate.
 8. The Post Emergency Intervention Team will provide assistance and support to employees and students who have been traumatized by circumstances resulting in the

- death of an employee or student(s).
9. Requests for a memorial* of any kind should be addressed to Human Resources/Dean Student Services.
 10. Memorial scholarships/bursaries may be established upon request, in consultation with the VCC Foundation.
 11. If employees wish to organize an event involving VCC facilities, room rental charges will be waived and other VCC services will be provided at cost. The renter of a College facility is entitled to serve alcohol providing they follow "Serve It Right" regulations.

***Memorials:**

- In addition to, or instead of, establishing scholarships or bursaries in the name of the deceased, donations may be made towards the purchase of library books or other specific equipment. An Ad Hoc Committee will be struck to consider the request and to determine appropriate action required.

References: Post Emergency Intervention Policy A.3.4

1. Policy Sponsor

Vice President, Advancement and Education Services

2. Approvals:

President _____

Date: _____

Education Council Chair _____

Date: _____

Operations Council Chair _____

Date: _____

Board Chair _____

Date: _____

3. Amendments

President _____

Date: _____

Education Council Chair _____

Date: _____

Operations Council Chair _____

Date: _____

Board Chair _____

Date: _____

4. Review Date