

Auburn University Facilities Management Policy on

COMMUNICATING NOTICE OF DEATH

I. PURPOSE

Provides guidance regarding the communication of deaths of retirees, staff members, or their relatives.

II. POLICY MANAGEMENT

Responsible Office: Auburn University Facilities Management

Responsible Executive: Assistant Vice President, Facilities Management

Responsible Officer: Communications, Facilities Management

III. APPLICABILITY

This policy applies to Facilities Management Communications.

IV. DEFINITIONS

None.

V. BACKGROUND

Requests are sent to Facilities Management Communications to notify members of Facilities Management when retirees, staff members, or their relatives have died. These typically include date of death and information regarding funeral arrangements.

VI. POLICY

Within Facilities Management, the Communications and Marketing Specialist shall notify Facilities Management Staff of deaths using the following procedure:

- A. Communications shall distribute notices of death to Facilities Management Staff in the following cases:
 1. current staff member
 2. retired staff member
 3. immediate relative of current staff member and, in certain circumstances, of a retired staff member
- B. The following information shall be provided to Communications for notices of death full name, date of death, and time and location with address of funeral/memorial service of the deceased. In the case of a deceased relative, relationship to staff member shall be provided.
- C. Facilities Management staff shall provide permission to Communications from staff member or staff member next-of-kin to distribute communication of death within Facilities Management.

D. Once Communications receives full information and permission, Communications shall distribute notice of death via email to all members of Facilities Management, except in cases where it is appropriate to distribute only to a particular department or group.

VII. EFFECTIVE DATE

7 April 2014

VIII. APPROVAL

Neil Rise
Responsible Officer

04-08-2014
Date

Dan P. [Signature]
Assistant VP, Auburn University Facilities Management

4/8/14
Date