



RUTGERS POLICY

Section: 60.1.4

Section Title: Universitywide Human Resources Policies & Procedures

Policy Name: Flags at Half-Staff

Formerly Book: 5.4.5

Approval Authority: Secretary of the University

Responsible Executive: Secretary of the University

Responsible Office: Office of the Secretary of the University

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Errors or changes? Contact: secretary@oldqueens.rutgers.edu

1. **Policy Statement**

The policy provides guidelines for the flying of the Flag of the United States of America, the Flag of the State of New Jersey, and the Flag of Rutgers, The State University of New Jersey.

2. **Reason for Policy**

To ensure that flags are flown in accordance with proper flag etiquette
To carry out Executive Orders of the Governor of the State of New Jersey
To provide guidelines for flying the Rutgers Flag at half-staff in memory of deceased employees, retirees, fellows, and members of the university community

3. **Who Should Read This Policy**

All members of the Rutgers University community

4. **Related Documents**

Policy 60.1.3, Reporting the Death of an Active or Retired University Employee

5. **Contacts**

Office of the Secretary of the University
732-932-7434

6. **The Policy**

I. **The Flag of the United States of America and the Flag of the State of New Jersey**

These flags shall be flown at half-staff at any unit of the university on all campuses (New Brunswick, Newark, and Camden) as directed by the Office of the Secretary of the University upon receipt of an Executive Order of the Governor of the State of New Jersey.

The Office of the Secretary of the University shall notify all campus offices responsible for flags on their respective campuses. Section V provides an overview of flag etiquette.

II. The Rutgers University Flag

As an expression of universitywide mourning, the Rutgers Flag on the Old Queen's campus, New Brunswick, NJ, shall be flown at half-staff for a period of two days as outlined below.

- A. On the occasion of the death of:
1. A member or emeritus of the Board of Governors or Board of Trustees
 2. An administrative officer whose jurisdiction is universitywide
 3. A regularly employed member of the university faculty and staff or a fellow
 4. A retired member of the university faculty and staff
 5. During war time, a current student or Rutgers graduate who, at the time of death, was serving as a member of the United States Armed Forces
- B. A "Memoriam Card" naming the deceased shall be placed on the Rutgers flagpole and in the cardholder on the front of the Kirkpatrick Chapel.

III. Notification Procedure of the Death of a Member of the University Community

Anyone receiving notice of the death of a member of the university community should immediately notify University Human Resources (UHR) at 732-932-3020. UHR is responsible in turn to notify the following departments:

- President's Office
- Office of the Secretary of the University
- Alumni Relations
- University Relations
- Rutgers University Foundation

More information on this procedure is available in policy section 60.1.3.

IV. Expressions of Sympathy

On behalf of the university community, the Office of the Secretary of the University is responsible for maintaining sufficient funds in the University Condolence Fund account by periodically soliciting voluntary donations from university employees and members of the Board of Governors and Board of Trustees. In addition, this office coordinates the following expressions of sympathy on the occasion of the passing of an individual listed in section II.A above:

- A. Directing the Rutgers Flag on the Old Queen's campus to be flown at half-staff for a period of two days.
- B. Sending a condolence letter signed by the President on behalf of the university community.
- C. Sending either a floral arrangement to the funeral home or memorial service location or a fruit basket to the next of kin on the occasion of the death of an individual listed in Section II.A.1-3 above.

V. Flag Etiquette

It is important that the individuals responsible for flying the flags on all campuses be familiar with proper flag etiquette.

A. Outdoor Display

1. When displayed outdoors with other flags, the position of honor for the U.S. Flag is the U.S. Flag's own right which is normally the extreme left position as the flags are most frequently viewed.
2. No flag may fly above or to the right of the U.S. Flag. If the U.S. Flag is flying at half-staff, the State and Rutgers Flags must also be lowered to half-staff.
3. When other flags are flown from the adjacent staffs, the U.S. Flag should be hoisted first and lowered last.
4. The U.S. Flag may be displayed 24 hours a day if properly illuminated during hours of darkness. Otherwise, the flag should be displayed from sunrise to sunset in the open on all days that weather permits.

B. Half-Staff

When flown at half-staff, the U.S. Flag should be first hoisted to the peak for a moment and then lowered to the half-staff position. The flag should be raised to the peak again before it is lowered for the day.