



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, and other 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
848-932-7434

6. **The Policy**

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

- A. These flags shall be flown at half-staff at any unit of the university on all campuses as directed by the Office of the Vice President for Public Affairs upon receipt of an Executive Order of the President of the United States or the Governor of the State of New Jersey.

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 member 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
4. A retired member of the university faculty and staff
5. A current student or Rutgers graduate who, at the time of death, was serving as an active member of the United States Armed Forces

B. A "Memoriam Card" naming the deceased shall be placed in the cardholders on the Rutgers flagpole and on the front of the Kirkpatrick Chapel on the Old Queens Campus.

III. Flag Etiquette

It is important that the individuals responsible for flying the flags on all campuses be familiar with proper flag etiquette. Details regarding flag etiquette can be found at: <http://www.legion.org/flag/code>.