



RUTGERS POLICY

Section: 60.1.3

Section Title: Universitywide Human Resources Policies & Procedures

Policy Name: Notification Procedure upon the Death of an Active or Retired University Employee

Formerly Book: 3.1.6

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: July 1966

Revisions: 6/30/2006, 7/10/2007, 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy provides guidelines for reporting the death of an active or retired university employee.
2. **Reason for Policy**
To ensure that University Human Resources receives timely notification of the death of an active or retired university employee. To ensure that the Rutgers flag is flown at half-staff in memory of the deceased employee
3. **Who Should Read This Policy**
All members of the Rutgers University community
4. **Related Documents**
Policy 60.1.4 Flags at Half-Staff
5. **Contacts**
University Human Resources (UHR)
848-932-3020
6. **The Policy**

60.1.3 NOTIFICATION PROCEDURE UPON THE DEATH OF AN ACTIVE OR RETIRED UNIVERSITY EMPLOYEE

I. Procedure for Reporting the Death of an Active or Retired Employee

Upon receiving notification of the death of a regularly employed member of the faculty or staff, or a retired employee, the department head should follow the steps below without delay to expedite the handling of life insurance and benefit matters and to ensure that the university appropriately honors the deceased with the lowering of the Rutgers flag to half-staff.

- A. Notify University Human Resources at 848-932-3020. The following information should be provided:
 - 1. Name of the deceased and whether active or retired employee
 - 2. Date of death
 - 3. Position title and department
 - 4. Next of kin (name, relationship, address, and phone number)
 - 5. Name of the executor and/or the individual reporting the death and the relationship to the deceased
 - 6. Names of children, under age 25, of the deceased employee; this information is not required for deceased retirees
 - 7. Funeral or memorial service arrangements
- B. If the deceased employee was on the university payroll at the time of death, the department should immediately submit a Personnel Data Record (PDR) form to Payroll Services.
- C. UHR is responsible to notify the following departments:
 - 1. President's Office
 - 2. Office of the Secretary of the University
 - 3. Alumni Relations
 - 4. University Communications and Marketing
 - 5. Rutgers University Foundation

II. Expressions of Sympathy

The Secretary's office will carry out the following expressions of sympathy:

- A. Rutgers Flag at Half-Staff: On the Old Queen's campus, the Rutgers Flag shall be flown at half-staff for a period of two days in memory of the deceased.
- B. Condolence Letter: The President, on behalf of the university, shall send a condolence letter to the deceased's next of kin.
- C. Floral Arrangement or Fruit Basket (if the deceased is an active university employee): As an expression of sympathy on behalf of the university community, and the Rutgers Board of Governors, and Board of Trustees, a floral arrangement shall be sent to the funeral home or location of the memorial service. If the university receives notification of the employee's death after the funeral or memorial service has taken place, or if the family prefers, a fruit basket shall be sent to the next of kin.

III. University Condolence Fund

The Office of the Secretary of the University oversees this fund, which is supported through voluntary contributions by members of the Rutgers University community, the Board of Governors, and the Board of Trustees. Funeral or memorial service flower arrangements and fruit baskets are purchased with these monies. These funds cannot be used to send donations to charities in the name of the deceased. Donations to this fund are tax deductible.