

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.	Officer Responsible		
OP.501.2	Vice-President, Finance and Administration		
Procedure Name			
Responding to the Death of an Employee			
Policy This Procedure is Under			Date of Next Policy Review
OP.501 Death of a University Student or Employee			January, 2022
Date Issued	Date Revised	Related Policies, Reference	
January 27, 2021		OP.501 Death of a Student or Employee <i>BC Coroner's Act</i> <i>BC Freedom of Information and Protection of Privacy Act</i>	

The death of an employee is always a time of sadness and it is important for the well-being of our community members and the friends and family of the deceased to respond with professionalism and empathy. This procedure has been developed for the immediate aftermath of a death, providing direction at a time that can seem chaotic. While the unique circumstances of an employee death will influence the response, this procedure is intended to ensure a consistent, respectful, and compassionate approach.

1. PURPOSE

- 1.1 The purpose of this procedure is to establish responsibilities and activities for the administrative response to the death of a current Capilano University (the University) employee.
- 1.2 This procedure ensures that upon the death of an employee:
 - a) communications with the employee's family/next of kin, colleagues, students, as well as the general public, are handled appropriately;
 - b) the employee's contributions to the University and community at large are acknowledged; and
 - c) all dealings with the employee's records are handled in a timely, sensitive, and professional manner.

2 DEFINITIONS

The definitions in policy OP.501 Death of a University Student or Employee apply to this procedure.

3 IMMEDIATE RESPONSE

3.1 The following immediate steps will be taken if the death has occurred on the North Vancouver campus:

- a) Immediately notify Campus Security (604-983-1763)

3.2 Campus Security will:

- a) Notify the RCMP;
- b) Temporarily close the building/area to public access;
- c) Notify the Associate Vice-President, Human Resources (AVP HR);
- d) Notify the Manager, Occupational Health and Safety and Emergency Preparedness; and
- e) Notify the Director, Facilities.

3.3 The AVP HR will:

- a) Seek details regarding the circumstances of the death and attempt to confirm whether other members of the University community were present when the death occurred;
- b) Notify the Executive team and the Director of Communications that an employee death has occurred on campus and is being investigated; and
- c) Ask that witnesses be respectful of the process and refrain from posting information on their social media accounts ahead of an official announcement by the University.

3.4 In situations of the death of an employee either on campus or off-campus, the following apply:

- a) Response to the death of an employee will be handled initially by the local police agency and/or hospital involved. In accordance with the B.C. *Coroner's Act*, these agencies will notify the next of kin.
- b) Any employee becoming aware of the death of a current employee off campus will immediately notify the AVP HR.
- c) The AVP HR (or designate) will confirm the death. Depending on the source of information or the circumstances of the death, confirming the death with local police and/or Coroner may be required in order to avoid reporting misinformation or initiating the procedure when no death has occurred.

3.5 The AVP HR is responsible for the coordination of the internal administrative response following the death of a current employee, as described in Section 5.

3.6 The AVP HR (or designate) will notify Human Resources, the Executive team, and the

employee's Dean or Manager/Director.

3.7 The AVP HR (or designate) will notify the Capilano Faculty Association or MoveUP if the employee was a member of either association.

3.8 The AVP HR (or designate) will notify the Director, Student Affairs, if the employee was also a student at the University.

4 RESPONSE WITHIN FIRST 48 HOURS

Once the scene has been contained (see section 3.2), or in the event the death should occur off campus, the following will occur:

4.1 The AVP HR (or designate) will verify the employee's:

- a) identity;
- b) employee identification number;
- c) contact information;
- d) emergency contact information of family/next of kin; and
- e) current affiliation to the University (e.g. staff, faculty, contractor, etc.).

4.2 Employees should refer any direct inquiries from the media to the Director, Communications. Inquiries from non-media sources should be referred to the Lead.

5 ROLES AND RESPONSIBILITIES

5.1 Lead

a) The AVP HR will designate the appropriate Lead referred to here in section 5.1. The Lead will likely be the department area Dean or Manager/Director, who will function as the principal contact for information within the University, and with the employee's family/next of kin.

b) The Lead will:

- i. ensure the procedures outlined below are followed;
- ii. contact the family/next of kin within a reasonable time to express condolences and establish a link as being the official contact person for the University after the official notification has been made by the authorities;
- iii. offer to communicate to the workplace anything the family/next of kin wishes to be made known, such as funeral or memorial service details;
- iv. draft a formal card of condolence to be signed by an appropriate member of the senior administration, normally the President, where appropriate;

- v. notify co-workers and students (where applicable) of the death in-person whenever possible; assistance is available from the Employee Family Assistance Plan provider for employees and Counselling and Learning Services for students;
- vi. notify the University community through Frontlines and/or email of the occurrence of the death, the employee's role and contributions to the University, and of the memorial service arrangements or family wishes if that information is available subject to the wishes of the family/next of kin;
- vii. ensure that any regular mailings from the University to the deceased and/or family are stopped; and
- viii. liaise with other University administrative units to provide ongoing information to the senior administration and other designated administrators regarding the death, the wishes of the family/next of kin, etc..

5.2 Occupational Health and Safety

If the death occurred on campus, the Manager, Occupational Health and Safety and Emergency Preparedness will:

- a) Assess any risk or danger related to the death; and
- b) Work with Security, Facilities and the RCMP to release any area/building that has been secured.

5.3 Director, Facilities

- a) If the death occurred on campus, ensure repairs to facilities which may be required as a result of any incident surrounding the death are promptly arranged;
- b) Ensure that the flag is lowered to half-mast in accordance with University policy.

5.4 Human Resources

- a) Ensure employees are aware of the support and resources available during this time, including the Employee and Family Assistance Program;
- b) Ensure appropriate action regarding final compensation and benefit entitlements has been taken.
- c) Ensure that any disciplinary proceedings (if underway) are discontinued.
- d) If the employee was also a student, liaise with the Director, Student Affairs, to ensure adherence to the *Death of a Student Procedure*.

5.5 Pension and Benefits

- a) Determine the benefits that are payable and advise the Lead. Depending on the circumstances, the Benefits Advisor or the Lead will contact the beneficiary/executor to make appropriate arrangements.
- b) Make arrangements with the appropriate carriers.

5.6 Dean/Director

- a) Work with the Department Chair or Manager to re-assign teaching duties and/or other duties as required.
- b) If the deceased were a holder of a grant, such as NSERC, SSHRC, or Canada Council, the Department Chair will contact the Vice-President, Academic and Provost to determine the procedures required by the appropriate granting agency.

5.7 Communications

- a) The Director, Communications will assist the Lead with the draft of formal letters or cards of condolence to be signed by an appropriate member of the senior administration, normally the President and Dean/Director of the employee's work unit.
- b) Ensure approval has been received from the family/next of kin prior to any release of information to the media; and
- c) Prepare press releases, if required and as appropriate.