

## DEATH OF AN EMPLOYEE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	G. People & Culture
<b>Parent Policy:</b>	G03
<b>Approval Date:</b>	June 25, 2025
<b>Effective Date:</b>	June 25, 2025
<b>Procedure Owner:</b>	Chief People & Culture Officer

<b>Overview:</b>	<p>The Chief People &amp; Culture Officer (CPCO), working in cooperation with a network of Olds College of Agriculture &amp; Technology (the "College") personnel, will ensure the following procedures are implemented as a response to the death of an employee whether it has occurred on or off campus and to Olds College related activities.</p>
<b>Procedures:</b>	<p><b>PROCEDURES FOR DEATH ON CAMPUS</b></p> <p><b>Reporting</b></p> <ol style="list-style-type: none"> <li>1. Response to a death of an employee on or off campus falls within the jurisdiction and responsibility of the RCMP.</li> <li>2. If a member of the College community is present at an employee's death they should first call 911 immediately, and call Campus Security at 403.556.8225.</li> </ol> <p><b>Security</b></p> <ol style="list-style-type: none"> <li>1. If the death occurs on campus, Security notifies the RCMP/Emergency Services by calling 911, unless the discoverer has already called 911.</li> <li>2. Notifies the Director, Campus &amp; Ancillary Services and Manager, Security &amp; Parking and the CPCO.</li> <li>3. Restricts access to the area.</li> <li>4. Controls the scene until the arrival of the RCMP/Emergency Services.</li> <li>5. Ensures extra Security members are provided to assist, to address safety/security issues, and direct visitors to the appropriate area, if necessary.</li> <li>6. Locates employee's vehicle and gives information to CPCO.</li> </ol> <p><b>RCMP/Emergency Services</b></p> <ol style="list-style-type: none"> <li>1. Handles the investigation, as required.</li> <li>2. Notifies the employee's next of kin.</li> </ol> <p><b>Director, Campus &amp; Ancillary Services</b></p> <ol style="list-style-type: none"> <li>1. Coordinates an immediate emergency response if required.</li> <li>2. Attends the scene and acts as a liaison to assist the RCMP/Emergency Services and any other external partners.</li> </ol>

3. Notifies the CPCO and Director, Corporate Relations.
4. Ensures that all of the employee's personal belongings are left exactly as they were found.

#### **CPCO**

1. Notifies the Executive Leadership Team.
2. Confirms the death and that next of kin have been notified before proceeding further.
3. Advises Registrar & Director, Student Services, in the event that the employee death was a student-facing role.
4. Arranges for a College representative to be present when the family arrives on campus and for them to have privacy.
5. Informs the College community as appropriate.

#### **Director, Corporate Relations**

1. Arrives at the College, if necessary, and handles/delegates any media requests.
2. Consults where possible with the CPCO and with the Executive.

#### **PROCEDURES FOR EMPLOYEE DEATH OFF CAMPUS**

Employee deaths should be reported to the CPCO.

#### **FOLLOW UP ACTION**

##### **Director, Corporate Relations**

1. In consultation with the CPCO, ensures consistency with internal communications and develops and implements all external communication strategies, if appropriate. This may include media, staff, students, Students' Association, website or Alberta Advanced Education.
2. Monitors social media and traditional media channels.
3. Enacts the Flag Protocol to have flags lowered to half mast.

#### **CPCO**

1. Contacts the College legal counsel, if required, before proceeding further.
2. Makes initial College contact with next of kin/family to offer condolences.
3. Makes follow-up call to family to assist with immediate arrangements (e.g., collection of personal effects/items).
4. Arranges for flowers to be sent to the family on behalf of the College.
5. Coordinates College meetings with department/school teams as appropriate to discuss immediate action plans (e.g., internal communications to employees, students, support services).
6. Coordinates College presence at the funeral/memorial service, as appropriate.
7. Ensures that support services such as trauma counselling are available for individuals affected by the situation through the Employee and Family Assistance Program and other applicable College resources.
8. Decides if, where and when a gathering place should be established for staff, faculty, and students to grieve in community and makes the arrangements.
9. Initiates employee off-boarding and information technology suspension of email and other accounts. This includes but not limited to:
  - a. Olds College Email and Accounts
  - b. Banner
  - c. Active Directory
  - d. Network Folders
  - e. ADP

10. Provides next of kin or other appropriate contact with applicable life insurance documentation.
11. Ensures any mail is forwarded to next of kin.
12. Recovers keys and other College property.

**Registrar & Director, Student Services**

1. May be asked to coordinate support services such as counselling and accommodations for students affected by the situation.

**Business Services**

1. All payments and distribution of payments (e.g., estate or other payee) to be approved by the CPCO or People & Culture delegate prior to release. This includes but not limited to:
  - a. Details of final payroll information including salary, vacation and refunds for parking or other ancillary services;
  - b. Information regarding pension, insurance, and death benefits;
  - c. Information to access the deceased tax forms (T4, T2202A, as applicable).

**President**

1. Informs the Board of Governors, if appropriate.
2. Prepares and sends a letter to the employee's family.

**Olds College Department Responsibilities**

The following Offices and Departments are responsible for inactivating and updating records within their custody and control pertaining to the death of a college community member.

Contact for Notification	Current Employee	Former Employee
Office of the President	X	X
Dean, Director, Associate Dean, Supervisor	X	X
Office of the Registrar	X	X
Industry Training and Continuing Education	X	X
IT Services	X	
Business Services	X	X
External Relations	X	X
Campus Health and Wellness	X	
TLCI	X	X
Campus Security	X	
Campus Facilities	X	

**Definitions:**

**Related Information:**

**Review Period:**

**Revision History:**

C03 Flag Protocol

3 years

New: December 2021  
Revised: June 2025