

Mid-Atlantic Christian University Institutional Policy #10

SUBJECT: Tributes at death of former employees

DATE: January 15, 2001

REVISED: May 2009

REVIEWED: April 2020

NEXT SCHEDULED REVIEW: February every five years, February 2023

APPROVED BY BOARD OF TRUSTEES: May 9, 2014

Policy for: President

Procedure for: President

Authorized by: President

Issued by: Board of Trustees

I. Purpose

To pay respect to those who have served at the university

II. Policy

In the event of a death of a former employee (who worked for at least 1 year within the last 10 years), the president's office will send an appropriate floral tribute. Others can be identified at the President's discretion.

Definition:

For this policy, employee is defined as the following: Anyone who has ever worked here and drawn a salary from the university or anyone who has volunteered his services and was considered a staff member or faculty member.

III. Procedure

1. All other administrators are urged to let the president's office know at once if they learn of such deaths.
2. The floral gift should be sent as follows:
 - a. As soon as possible after the president hears of the death, preferably the same day.

- b. To the home of the deceased, or the home where family is gathering. If the administrator deems appropriate, the gift may be sent to the funeral home.
 - c. From "the MACU family" or "Your friends at MACU."
- 3. If the president's office does not learn of the death soon enough to send a floral tribute in a timely manner, a choice should then be made whether to send a late floral tribute or a gift to the MACU Foundation or some other appropriate nonprofit organization.
 - a. If a gift to the Foundation is decided, such a gift should be in the same range as a floral gift: approximately \$50 to \$150.
 - b. The president should present a requisition for the gift to the Vice President for Finance, who will return a check to the administrator. The administrator should send the check to the institution.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices