

Mid-Atlantic Christian University Institutional Policy #2

SUBJECT: Tributes at death of family member

DATE: October 12, 1994

REVISED: February 2015, April 2020

NEXT SCHEDULED REVIEW: February of even-numbered years (2022).

APPROVED BY BOARD OF TRUSTEES: May 9, 2014

Policy for: Mid-Atlantic Christian University

Procedure for: Vice Presidents

Authorized by: President

Issued by: Board of Trustees

I. Purpose

To show honor and respect to employees who have suffered the loss of a family member.

II. Policy

In the event of a death in the immediate family of a staff or faculty member, the head of the member's administrative division is to send an appropriate tribute.

Definition:

Immediate family is defined as the following:

Children of the employee

Parents and mother- or father-in-law of the employee

Siblings of the employee

Spouse of the employee

(These definitions include adopted, half-, and step- members.)

III. Procedure

A. To prevent any misunderstanding, a list of personnel and the responsible administrator follows. The list is not all-inclusive (anyone who is a direct report is included).

President: Members of Leadership Team, president's secretary.

VPSL: Campus ministers, resident hall directors, student life director, athletics,

- DIA: Assistant DIA, Advancement Coordinator, IA secretary
- VPAA: Registrar, AA administrative assistants, all instructors, librarians.
- VPES: Admissions counselors, admissions administrator, financial aid administrator
- VPF: Maintenance and housekeeping personnel, cafeteria head, clerk/receptionist, accounts manager, and information services.

B. A floral gift should be sent as follows:

1. As soon as possible after the administrator hears of the death, preferably the same day.
2. To the employee's home, or the home where family is gathering. If the administrator deems appropriate, the gift may be sent to the funeral home.
3. From "the MACU family" or "Your friends at MACU."
4. Check with President's secretary for a florist.

C. A memorial gift to the library, college, or a charity/non-profit organization may be substituted for a floral gift when explicitly requested by the employee or deemed appropriate.

1. Such a gift should be in the same range as a floral gift: approximately \$50-150.00
2. The administrator should present a requisition for the gift to the VPF, who will return a check to the administrator. The administrator should send the check to the institution or organization with an appropriate letter.

D. The administrator may deem it appropriate to remember deaths of the following relatives of employees by a card or note:

- Grandparents
- Grandchildren
- Brother- or sister-in-law
- Son- or daughter-in-law
- Aunts or uncles

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices