

Piedmont Virginia Community College

Section VIII – Human Resources Policies

VIII – 6.0 Death of a Faculty/Staff/Administrator

Effective Date: August 2021

Last Revised: April 2026

Responsible Dept.: Associate Vice President of Human Resources]

1. Purpose

The purpose of this policy is to establish a notification process for the faculty/staff, expedite communication, and provide guidelines for the expression of sympathy/condolences in response to the death of the retired or currently employed faculty/staff.

2. Policy Statement

Piedmont Virginia Community College understands the impact that the loss of a valued colleague and friend at work has on the campus community. Because of this, the college plays a vital role in responding appropriately and sensitively when the news of a departmental colleague's death is received.

3. Definitions

N/A

4. Applicability

The source of information about the death of a current employee or retired employee may come from various sources. Regardless of the news source, all campus community members need to be aware that information regarding such deaths should be shared with the appropriate personnel.

5. Responsibilities

The Associate Vice President of the Human Resources Department shall be responsible for developing and maintaining the procedures consistent with this policy and that comply with the policies and principles of PVCC.

6. Procedures for Implementation

The death of a PVCC employee, regardless of their service or job, represents a loss to the campus community. The first employee notified of the death of a retired/active employee should notify the appropriate department head or the Human Resources Department. The Human Resources Department shall ensure that all information is communicated to the Office of the President.

For the purpose of ensuring consistency and accuracy in communication related to the death of a PVCC employee, information will be provided as follows:

- a) Internal Communication: The Office of Human Resources will communicate the news to the college community by email. The email may contain information on the number of years of service to the college, their impact, and the picture of the deceased employee. A follow-up email may be sent out containing information about the memorial, funeral arrangements/obituary, donations, etc., as they become available.

In case of the death of a current faculty member, the faculty division's dean will attend the classes where the deceased faculty teach to inform the students of the faculty member's passing and the plan for teaching the class/es for the remainder of the course semester.

- b) Expression of Sympathy: The Office of the President will prepare and send memorial donations or flowers on behalf of the college community to the deceased employee's family.

The Office of Human Resources will coordinate with affected families of the deceased employee about the availability of Employee Assistance Program (EAP) grief counseling services.

- c) Tribute or Memorial for the Deceased Employee: To honor memories of colleagues that have died in the past year, the college will hold an annual gathering at the Memorial Garden or other designated locations on the college campus. The College Senate will organize the annual memorial event to be held in collaboration with the President's Office.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A