



DEATH OF A STUDENT OR EMPLOYEE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. General
Policy Number:	A49
Approval Date:	January 24, 2022
Effective Date:	January 24, 2022
Policy Owner:	Vice President, Student Experience Chief People & Culture Officer

Objective:	In responding to the death of an enrolled student or current employee, the College will respond in a professional, sensitive and sympathetic manner to provide an orderly, effective and caring response.
Policy:	<p>RESPONSIBILITIES:</p> <p>The Associate Vice President, Students and Registrar (AVP) or Chief Human Resources Officer (CHRO) shall be responsible to work with a network of College personnel to ensure that human needs and business matters are managed. The AVP, in consultation with the Vice President responsible for Academics, will be responsible for the design, distribution and supply of necessary web pages, forms, and procedural directions pertaining to the death of a student. The CHRO will be responsible for the necessary forms and procedural directions pertaining to the death of a current employee. Procedures to implement the intent of this policy have been developed.</p> <p>GUIDELINES:</p> <p>This policy pertains to all students currently enrolled at Olds College, and all staff members currently employed at Olds College.</p> <p>All actions regarding the death of a student or employee are respectful of the families, students, staff, and individuals involved.</p>
Definitions:	
Related Information:	

Related Procedures:

A49 Death of a Student Procedure
A49 Death of an Employee Procedure

Review Period:

3 years

Revision History:

Revised: January 2005
Revised: October 2014
Revised: June 2019
Revised: January 2022