

Procedures Title:	Death of an Employee Procedures
Associated Policy:	Death in the University Community Policy – SF 4.0
Procedure Holder:	President’s Office
Executive Lead:	President
Original Date:	November 2023
Last Revised:	n/a
Next Review:	November 2025

1. Purpose and Background

These procedures shall guide the Yukon University’s response to the death of a Yukon University (“YukonU” or “the University”) Employee.

2. Procedures

2.1 Reports of a Death

Initial reports of a death may come from a variety of sources. Four factors are crucial during the initial stages to effectively manage the situation. These are:

1. Prompt notification of the President.
2. Designated administrators respond as requested and provide support to the department(s) affected.
3. All information received/conveyed is accurate.
4. The University's response to the death is considerate and respectful.

2.2 Notification

In all cases, once a death has been confirmed, the President shall be notified immediately.

The President shall immediately select an appropriate administrator as a designated "Contact Person" to act on behalf of the University and be a liaison with the Next of Kin.

This President will immediately notify the following people:

- President’s Executive Committee
- Director, University Infrastructure

- Director, Human Resources
- Employee's supervisor

Each of these will have specific roles, depending on the circumstances of the death.

If a death occurs "on-campus" or "off-campus" in the course of a University related activity, other than ensuring that initial emergency response has been provided, the University Secretary and General Counsel shall be contacted for further guidance concerning legal obligations and notification of the University's insurance provider before taking any other action.

2.3 Information Requested

Upon receiving the initial report, the following information should be obtained by the Contact Person (if possible):

- a. Full name of deceased person
- b. Where the death occurred
- c. When the death occurred
- d. How the death occurred
- e. If the death occurred as part of a Yukon University employment, program or activity
- f. If the police were notified: name of police officer and police file number
- g. If positive identification was made: the name of the person who made the identification and how identification was confirmed
- h. The next of kin: name, address, and phone number
- i. Alternate contact person(s): name, address, and phone number
- j. Name and telephone number of the person providing initial information.

Not all of this information may be available.

The Contact Person will obtain the available information and forward it immediately to the President's Office.

2.4 General

The response to the death of an employee shall take into account:

- Whether the death occurred on campus or in the course of a University related activity.

- o Whether the death occurred during the employee's non-work time.
- o Whether the death resulted from illness, accident, or some other circumstance.

3. Roles and Responsibilities

This section provides an overview of the roles and responsibilities of the various Administrators involved in the event of the death of an employee.

3.1. Response Coordination

The Contact Person shall be the primary person responsible for coordinating the University's response in the event of the death of an employee. The Contact Person shall function as the principal conduit for information within the organization. Their response shall be in accordance with these Procedures.

Human Resources will be available to provide support and guidance to the designated Contact Person.

The Contact Person shall select an Alternate to assist them in fulfilling this role for those occasions when the Contact Person may be unavailable.

The Contact Person and Alternate shall be reachable at all times and, at their discretion, internally publish their name(s) and contact options (e.g., telephone numbers) via email.

The Contact Person shall ensure that the procedures outlined below are followed:

- a. Confirm that a death has occurred involving an employee of Yukon University, what the circumstances were, and whether other students and/or employees were present at the time.
- b. Mobilize University resources to assist them in managing the response to the death and related considerations. If required, assemble an "Action Team" drawn from a list of available Administrators to assist in handling this incident.
- c. Determine through contact with the Coroner and/or police that proper notification of the family/next of kin has occurred.¹

¹ Notification of the family is normally done by either the physician who attended the person at the time of his/her death, or by the Coroner, or by the appropriate police agency (e.g., RCMP). This responsibility should be left to those specific agencies/

- d. After the authorities have made the official notification, contact the family/next of kin (in person, if possible) within a reasonable time to express condolences and establish a link as the official contact person" for the University and offer whatever assistance is appropriate; ask if there are any cultural protocols that should be followed.
- f. If appropriate and subject to the wishes of the family/next of kin, notify the University community by email of the death's occurrence. If applicable, provide notice of the memorial service arrangements when that information is available.
- g. Draft a formal letter of condolence to be signed by an appropriate member of the senior administration, usually the President.
- h. Initiate a second contact with the family/next of kin within 24 to 48 hours of the initial contact to determine the memorial service arrangements and their wishes concerning flowers, charitable donations, etc.
- i. Provide ongoing information to the President's Executive Committee and any other designated administrators regarding the death, the wishes of the family/next of kin, etc.
- j. Provide information to the Office of the President to prepare any press releases, as required.
- k. Liaise between the family/next of kin and any other University Administrators/Departments which they may be required to settle the deceased employee's personnel and personal matters.
- l. Meet with the family/next of kin to determine if the University could respond in additional ways. The Contact Person will answer questions and provide appropriate information the family/next of kin may require.
- m. Ensure that any routine mailings from the University to the deceased employee and/or family are halted.

3.2. President

The President shall:

- a. Directly notify the Chair of the Yukon University Board of Governors and President of the Yukon University Employees Union (YUEU).

individuals and the role of Yukon University's administrator should be limited to confirming that this notification has actually occurred. Direct contact with the family/next of kin should not be initiated, if possible, until they have received the formal notification from the appropriate authorities.

- b. Present a statement of tribute or otherwise officially inform the Board and Senate at their next meetings.

3.3. Director of Human Resources

The Director of Human Resources shall ensure that:

- a. Appropriate action regarding final compensation and benefit entitlements has been taken.
- b. The beneficiary or "executor of the estate" of the person has been informed of the death, and advised of the insurance and pension provisions and the requirements for official copies of the death certificate.
- c. Contact with the insurers has been made, and the required paperwork initiated; the pension provider has been notified of the death.
- d. The eligible survivor has been advised how to contact the Canada Pension Plan Office for benefits.
- e. Human Resources has initiated the final salary payment(s) to the estate of the deceased.
- f. The estate of the deceased is advised of any WCB-related matters as necessary.

3.4. Department or Faculty Lead Responsibilities

The employee's supervisor shall ensure that:

- a. Their staff members are informed regarding the death of an employee within their department.
- b. Written condolences are provided to the Next of Kin.
- c. They attend the memorial service as a representative of the Department or, if unavailable, assign an alternate (if held in the Yukon).
- d. Coordinate arrangements to honour or pay tribute to the Employee from fellow students, staff and faculty, as appropriate subject to the wishes of the Next of Kin, have been made if required.
- e. The AVP University Relations is provided with a brief history of the deceased's career, preferably accompanied by a photograph, for publishing in the next issue of the Yukon University Update. Consultation with Human Resources may be required to accomplish this.
- f. In cooperation with the designated Contact Person, arrangements are made for the itemization and disposition of the contents of the employee's work area and the return of any university equipment and/or library books.

- g. Professional journals are notified to delete the deceased's name from their subscription mailing lists where applicable.
- h. Where the employee was a member of a professional association through the University, verify that the association has been notified of the employee's death.
- i. The Director of University Infrastructure or designate, has been contacted regarding arrangements for any critical incident stress management response required.
- j. If required, classes have been postponed or adjusted.
- k. If required, the responsibility for classes and/or duties has been re-assigned.
- l. If required, any worksite closures, adjustments in hours of operation, etc., have been arranged.
- m. Any research, academic or scholarly activity, which was in progress at the time of death, has been dealt with in a manner appropriate to the parameters of the activity.

3.5. AVP University Relations

The AVP University Relations is responsible for:

- a. Liaising with the media regarding the death and/or the circumstances surrounding the death.
- b. Ensuring that a brief history of the deceased's career, preferably accompanied by a photograph, is published in the next issue of the Yukon University Update. The appropriate departmental or Faculty Leader is responsible for providing this.

Inquiries from the media should be referred to AVP University Relations.

Inquiries from non-media sources should be referred to the designated Contact Person.

3.6. Director of University Infrastructure

The Director of University Infrastructure shall ensure that:

- a. The lowering of flags occurs in accordance with any established protocol relating to the death and the memorial service of the deceased person.
- b. If required, any security requirements which are necessary for the preservation of evidence, protection of the scene, or protection of University property are arranged.

- c. Upon release of the scene by all the appropriate agencies, any repairs to facilities, required as a result of any incident surrounding the death, are promptly arranged.

3.7. Occupational Health and Safety

Various legislation and legal obligations require that the employer fully investigate accidental deaths that occur on any Yukon University sites or during any University activity. The Directors of Human Resources and University Infrastructure are assigned this role in conjunction with members of the Joint Occupational Health and Safety Committee as required.

This investigation shall commence immediately to ensure the most accurate information is obtained. Depending on the circumstances of the death, outside agencies may be conducting investigations. Full cooperation in the investigation process is expected from all members of the Yukon University community.

In addition to coordinating the investigation on behalf of Yukon University, the Directors of Human Resources and University Infrastructure are responsible for:

- a. Serving as the primary liaison and point of contact between Yukon University and any of the enforcement agencies with jurisdiction relating to the death (e.g., RCMP, WBC, Coroner, etc.).
- b. Facilitating arrangements for any Critical Incident Stress Management responses for campus community members such as defusing, grief and loss, stress debriefing, and counseling.
- c. Filing the required documentation with WCB.

3.8. University Secretary and General Counsel

The University Secretary and General Counsel is responsible for ensuring compliance with the Freedom of Information Protection and Privacy Act and providing guidance to administrators and employees.

4. Exceptions to the Procedures

There are no foreseen exceptions to these procedures.

5. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

6. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
November 22, 2023	President: approval of the new Policy and Procedures
Jan 2025	Code change from SS 4.2 to SF 4.2