

Communication Guideline on Death of Employee or Employee's Family Members

Guiding values will be sensitivity to the individual situation and the importance of notifying colleagues and former colleagues to allow them to express sympathy.

On the occasion of the death of an employee:

- The principal or supervisor of the employee will seek family approval to share the news with all district staff members.
- The principal or supervisor of the employee will notify the department/school of the loss.
- The principal will notify the Community Relations Office and, if family approves of a district-wide e-mail notice, Community Relations will send an all-staff e-mail. The e-mail will express our sympathy to the family and share any arrangements we know of.
- The principal also notifies HR of the death.

On the occasion of the death of an employee's spouse or child:

- The principal or supervisor will seek the employee's approval to share the news with staff working with the employee.
- The principal or supervisor will inform those who work with the employee and the Community Relations Office.
- Community Relations will send an e-mail to the Admin Team to inform them of the situation and ask that they inform anyone on their staffs who may have worked with the employee in the past. The District will not send an all-staff e-mail unless there are unusual circumstances that warrant broader communication.
- The principal will alert HR.

On the occasion of the death of a student:

- The process is the same as for the death of an employee spouse or child, with the exception that the HR department need not be informed directly.
- In the event of the death of a student's parent or siblings, the principal will inform building staff, if the family agrees. The district will not send e-mails in this situation.