



DEATH NOTICE GUIDELINES

GUIDELINES FOR COMMUNICATION ACROSS CAMPUS

UNIVERSITY OF BRITISH COLUMBIA, OKANAGAN CAMPUS

In a large organization, such as UBC Okanagan, it is inevitable that deaths will occur amongst our staff, faculty and students. It is important that this type of event is handled with sensitivity. The following is a guideline of steps to follow and departments to contact when this situation arises.

Death of a Staff or Faculty Member

Follow steps 1-11 for active employees (including employees on leave and student employees)

Follow steps 1-5 and 11 for inactive or retired employees

Person Notified of Death:

1. Contact the Department Head, Director or Manager (Administrative Head of Unit)	
<ul style="list-style-type: none"> Notify the Administrative Head of Unit of the passing of an employee (including: correct name, date of death, position and department) 	<input type="checkbox"/>

Administrative Head of Unit:

2. Responsibilities for Department/Unit/Faculty	
<ul style="list-style-type: none"> Prepare communication plan for colleagues and discuss with the family Arrange to meet with staff and or faculty Consider tribute on department/unit/faculty webpage 	<input type="checkbox"/>
3. Contact the Office of the Deputy Vice-Chancellor and Principal (DVC Office)	
<ul style="list-style-type: none"> DVC Office will send a letter of condolence to the family Contact: Cara Kirkey, Administrative Assistant (cara.kirkey@ubc.ca) 	<input type="checkbox"/>
4. Contact Ceremonies and Events	
<ul style="list-style-type: none"> Please contact Ceremonies and Events to discuss options for lowering the flags <i>prior</i> to offering this option to the family Ceremonies and Events will post, on the flag lowering webpage, information about flag lowering and any planned formal services Contact: Alanna Vernon, Associate Director, Ceremonies and Events (alanna.vernon@ubc.ca) 	<input type="checkbox"/>
5. Contact University Relations	
<ul style="list-style-type: none"> Discuss plans for notification to the campus community University relations will link to the flag lowering information and an online tribute or memorial message, if applicable, from the Okanagan campus home page Contact: Bud Mortenson, Director, University Relations (bud.mortenson@ubc.ca) 	<input type="checkbox"/>



6. Contact Human Resources	
<ul style="list-style-type: none"> Inquire about general benefits and pension information (See page 3 for further instructions on Pension and Benefits forms to be processed) Contact: HR Associates - Ashley Bloor (ashley.bloor@ubc.ca), Alana Jordan (alana.jordan@ubc.ca), or Courtney Campbell (courtney.campbell@ubc.ca) 	<input type="checkbox"/>
7. Contact Payroll	
<ul style="list-style-type: none"> Administrator must process an ePAF or paper Transfer & Severance form with the Action/Reason for Termination – Death as soon as possible to avoid overpayment Contact: Angela Sali, Payroll Administrator (angela.sali@ubc.ca) or Paula Lambert, Payroll Clerk (paula.lambert@ubc.ca) 	<input type="checkbox"/>
8. Contact Security	
<ul style="list-style-type: none"> Remove Salto Key access by emailing security.salto@ubc.ca stating the date you want the key deleted 	<input type="checkbox"/>
9. Personal Belongings	
<ul style="list-style-type: none"> The department/unit/faculty is responsible for the collection and storage of belongings as well as for making arrangements with the family for delivery or collection 	<input type="checkbox"/>
10. Provide Contact Information for the Employee and Family Assistance Program (EFAP)	
<ul style="list-style-type: none"> EFAP provides both short-term clinical counselling and work/life consultations to all eligible UBC employees and their dependent family members EFAP can be a resource for both the grieving family of the employee, and for fellow staff members and colleagues Call the Care Access Centre at 1-800-387-4765 http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/employee-family-assistance-program/ 	<input type="checkbox"/>
11. Contact Development and Alumni Engagement	
<ul style="list-style-type: none"> Family or department may inquire about formal donations to UBC (e.g. scholarship, award or project) Contact: Lesley Langton, Development Assistant (lesley.langton@ubc.ca) 	<input type="checkbox"/>

Death of a Student

Person Notified of Death:

1. Contact Deputy Registrar, Enrolment Services	
<ul style="list-style-type: none"> Notify of the passing of a student (including: correct name, date of death, and program) Contact: Diane MacBride, Assistant to Deputy Registrar, Enrolment Services (diane.macbride@ubc.ca) on behalf of Fred Vogt The Assistant to the Deputy Registrar, Enrolment Services will notify the following areas: <ul style="list-style-type: none"> o Faculty the student was registered in o DVC Office 	<input type="checkbox"/>



<ul style="list-style-type: none">○ AVP Students Office○ Alumni Office○ Student Financial Assistance and Awards○ Undergraduate Admissions○ Housing○ UBCV Enrolment Services (RecReg)	
2. Contact Health and Wellness	
<ul style="list-style-type: none">● Prepare communication plan for colleagues● Contact family to discuss communication plan● Arrange for support for students, staff and/or faculty (immediate and long term supports)● Contact: Roger Wilson, Director, Health and Wellness (roger.g.wilson@ubc.ca)	<input type="checkbox"/>
3. Contact Ceremonies and Events	
<ul style="list-style-type: none">● Please contact Ceremonies and Events to discuss options for lowering the flags <i>prior</i> to offering this option to the family● Ceremonies and Events will post, on the flag lowering webpage, information about flag lowering and any planned formal services● Contact: Alanna Vernon, Associate Director, Ceremonies and Events (alanna.vernon@ubc.ca)	<input type="checkbox"/>
4. Contact University Relations	
<ul style="list-style-type: none">● Discuss plans for notification to the campus community● University relations will link to the flag lowering information and an online tribute or memorial message, if applicable, from the Okanagan campus home page● Contact: Bud Mortenson, Director, University Relations (bud.mortenson@ubc.ca)	<input type="checkbox"/>



ATTACHMENT TO DEATH NOTICE GUIDELINES

Basic Life Insurance:

- The Benefits Desk in Vancouver will send the beneficiary a Life Insurance Claim form titled “Election of Method of Settlement and Statement of Claim”
- The Benefits Desk requires the original or certified copy of the death certificate
- The Benefits Desk will send the completed form and required documents to Sun Life (allow 4-6 weeks for processing from the date all information is received by Sun Life)

Pension:

- HR Benefit Desk (Vancouver) will contact Sun Life
- Sun Life will send the pension plan package and instructions on how to transfer it to the beneficiary
- Once the pension account is transferred to the beneficiary, the individual can contact the UBC Pension office (Vancouver) for counselling on how to manage the pension income (pension contact information will be included in the Sun Life package)

Benefits:

- The Benefits Desk will send a letter to the beneficiary explaining when *benefits will end* (first of the month following the first of the month from date of death), information on the *Retirement and Survivor Benefits plan* if they wish to enrol and the *Canada Pension Plan* death benefit

Contacts	
Pension Administration Office	Benefits Office
<p>Faculty: Lorraine Heseltine Member Services Specialist - Faculty Pension Plan 604-822-3485 lorraine.heseltine@ubc.ca</p> <p>Staff: Margaret Leathley Pension Administrator 604-822-8119 margaret.leathley@ubc.ca</p> <p>(also contact Shirley Sato, Terminations Information, in the case of pre-retirement death benefits: shirley.sato@ubc.ca)</p>	<p>Stephanie Mah Benefits Specialist 604-822-6823 stephanie.mah@ubc.ca</p> <p>OR</p> <p>Florence Lum Benefits Associate 604-822-8988 florence.lum@ubc.ca</p>

Human Resources' Role:

- Follows up with department/unit/faculty for Transfer and Severance form or ePAF (including confirmation of vacation owing)
- Supports Pension and Benefits Offices regarding the deceased to provide any information that is required (i.e. original, signed beneficiary forms from file)
- Informs the applicable Union or Association of the passing of the employee