

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: 1:01:06

DATE: June 1991

REVISION/REVIEW DATES: May 1997, April 1999, Nov 2007, Aug 2011, Nov 2014

SUBJECT: Memorials for the Deceased

APPROVED: , John M. Beehler, President

PURPOSE

The purpose of the policy is to establish the University's response to the death of a retiree, employee or employee's spouse or child and to provide a memorial for the deceased.

POLICY

Memorials for the deceased, in the form of a contribution to the General Scholarship Fund of Jacksonville State University, will be sent at the death of a retiree, an employee, or an employee's spouse or child. The contribution will be in the amount of \$75.00. Funding for this policy will be from an external source and will not require a contribution from any employee.

This policy covers all full-time faculty and staff members of the university with regular appointment but applies only to the death and not hospitalization of eligible employees and family members.

The Office of Human Resources will be responsible for requesting all memorial payments. Anyone who becomes aware of the death of an individual in an eligible category should contact Human Resources immediately. The Office of Human Resources will need the following information:

- Name of deceased employee or retiree or name of deceased family member
- Name of surviving family member(s) and contact information
- Date of death

The Office of Human Resources will notify the family that a contribution has been made in honor of the deceased.

RESPONSIBILITY

The Vice President for Finance & Administration is responsible for this policy.

EVALUATION

The Chief Human Resources Officer will review this policy biennially.