

Goshen College Sympathy Procedure

(updated 02-2015)

Employees should notify HR as soon as possible with details and a link to the online obituary of the deceased individual. Below is a list of which department is responsible for ordering and paying for the flowers/gifts. The Student Life Office will pay for student sympathy/illness purchases. College funds will cover expenses except where otherwise noted.

<u>For Death of:</u>	<u>Department/Office Responsible</u>
Employee or Immediate Family Member (spouse, child/step-child, parent/step-parent)	Human Resources Department of employee may send gift/card out of personal funds of department members
Employee in-law or sibling	Department of Employee
Retired Employee, Spouse or Child Once the retired employee and spouse are deceased, no flowers will be sent in the death of a child or other relative. No flowers will be sent if the spouse of a deceased employee remarries and his/her spouse dies.	Human Resources
Board Member, Spouse or Child	President's Office
Friend of the College or Community Leader or Immediate Family Member	Development Office
Student, or Spouse, Sibling, Parent of Student	Student Life Office

Representation of College at Funerals:

- Responsibility for coordinating representation of the college at funerals:
 1. Current or retired faculty or staff member or family member—HR department in coordination with department in which the person works/worked.
 2. For a board member--the President's Office.
 3. For a friend of the college or community leader--the Development Office.
 4. For students and immediate family members—Student Life.
- Travel by a representative of the college to a distant location (more than 100 miles one way) will be rare with reimbursement approved in advance by the President (or Provost in the President's absence) and paid for by the HR office.

<u>For Birth/Adoption of a Child of Employee:</u>	Human Resources Department of employee may send a gift/card out of personal funds of department members.
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For Illness/Surgery Requiring Hospitalization of:

Employee	Department of Employee
Retired Employee	Human Resource
Student	Student Life Office
Spouse or child of Employee	Department members may send a gift/card out of personal funds of department members. The college will not send a gift.
Friend of the College	Development Office
Board Member	President's Office

Suggested Price Ranges:

- For funerals--\$60-\$100; illnesses and birth/adoptions--\$35-\$45.

Notifications:

- The HR office will make an announcement to the general campus community through email to the Employee and Retired mass email lists. For illnesses, permission of the employee/retired employee should be received before notification is sent out.

Only the President or Provost may make exceptions to this procedure.