

ADMINISTRATIVE POLICIES AND PROCEDURES

| | |
|----------------------------|---|
| SUBJECT: | DEATH OF FACULTY, STAFF AND RETIREE AND FLORAL TRIBUTES |
| NUMBER: | 455 |
| AUTHORIZING BODY: | PRESIDENT'S CABINET |
| RESPONSIBLE OFFICE: | OFFICE OF THE PRESIDENT |
| DATE ISSUED: | AUGUST 2007 |
| LAST UPDATE: | OCTOBER 2007 |

RATIONALE: To provide appropriate acknowledgment by Oakland University and to avoid inadvertent omission and alleviate duplication of floral tributes.

POLICY: The Office of the President will notify the campus community regarding the death of a member of the faculty, staff or retiree. Notices will not be sent for family members.

Only the Office of the President may incur expenses for the purchase of floral arrangements for the death of a member of the faculty, staff or members of their immediate family, and retirees.

SCOPE AND APPLICABILITY: This policy is applicable to all faculty and staff of Oakland University.

DEFINITIONS:

PROCEDURES: The following departments should be notified of any qualified circumstances where a campus notification and/or floral tribute are recommended by completing [Attachment B](#) and fax to the appropriate area of responsibility.

- Faculty or Faculty Retiree: Academic Human Resources



- Staff or Staff Retiree: University Human Resources

The following information must be supplied by the notifying department:

- Faculty, Staff or Retiree
- Faculty/Staff/Retiree Name
- Date of death
- Name, address and phone number of funeral home
- Funeral or memorial service (please indicate type of service)
 - Date and time of service
 - Name of location (church, funeral home, etc.)
 - Address of location
 - Phone number of location
 - Home address and phone number of deceased employee's family member

When a floral tribute is being requested for a family member of an active faculty or staff member the following information must be supplied by completing [Attachment B](#) and fax to the appropriate area of responsibility:

- Employee name

- Family member name

- Relationship to employee

- Date of death

- Name, address and phone number of funeral home

- Funeral or memorial service (please indicate type of service)
 - Date and time of service

 - Name of location (church, funeral home, etc.)

 - Address of location

 - Phone number of location

- Home address and phone number of employee

Floral arrangements may also be sent for serious/terminal illness of a member of the faculty and staff. Complete [Attachment B](#), and fax to Academic Human Resources or University Human Resources. The information will be forwarded to the Office of the President and if appropriate, a floral tribute will be sent from the president and respective Vice President on behalf of the University.

This policy applies only to arrangements sent in the name of the University and charged to University funds. It does not prevent organizations that utilize agency funds derived from sources other than student assessments from purchasing floral arrangements. Permission to send floral tributes for non-University employees (major donors, state officials, friends of OU, etc.) from such funds must be approved by the respective Vice President.

This policy does not preclude flowers being sent by faculty and staff that are paid for by personal contributions. Floral arrangements for the birth of a baby may not be purchased with University funds.

RELATED POLICIES AND FORMS:

[Attachment B](#)

APPENDIX:

[Return to Table of Contents](#)

