

## Procedure for faculty/staff notification of a pharmacy family death or death of their close relative

Purpose: To ensure timely communication regarding pharmacy family deaths. This procedure applies to the death of a College employee or close relative: spouse, child(ren) and/or parent(s). **After confirmation of a desire for College communication**, notify the following individuals who will communicate with the College by email on behalf of their respective areas. In the case of death of an individual listed below, notify Dean Barker, who will communicate with the College.

Death of an Executive Team member and/or direct reports to the Dean, or close family member

- Notify Erica Mitchell, who emails ALL College faculty/staff
- Erica will order flowers

Death of a faculty member and/or department staff member or close family member:

- Notify appropriate Department Head, who emails ALL College faculty/staff
- Department orders flowers

Death of an employee in the Office of Student Services or close family member:

- Notify Steve Myszak, who emails ALL College faculty/staff
- OSS orders flowers

Death of an employee in pharmacy technical services or close family member:

- Notify Mark Sharp, who emails ALL College faculty/staff
- Mark Sharp orders flowers

Death of an employee in the pharmacy business office or close family member:

- Notify Donna Brown, who emails ALL College faculty/staff
- Business office orders flowers