PRACTICE TITLE: Memorial Donations and Flowers

A. Background and Definitions

B. Purpose

C. Practice Statements

1. The following practice should be followed in the event of the death of an:
   - Employee
   - Student
   - Board Member
   - Retiree

2. Notify the divisional secretary.

3. The divisional secretary will contact Human Resources with all particulars; i.e., name of deceased and relationship to employee, if applicable; funeral home; funeral arrangements if known.

4. Human Resources will notify the President’s office and the union if applicable.

5. Human Resources will send a floral tribute or donation, if appropriate.

NOTE: All floral tributes/donations are from the President, Board of Governors and Staff of Niagara College.