

## MEMORANDUM

TO: The University of Findlay Community  
FROM: Martin Terry  
RE: Notification of Joys, Concerns, and Special Arrangements  
DATE: February 10, 2009

The University of Findlay's policy in recognizing joys and concerns of our employees are as listed:

1. In the event of birth, serious illness or severe injury to a University employee, or a member of his/her immediate family, the head of the employee's department will notify the Office of Human Resources (HR) who will send an appropriate card. The department head, at his or her discretion, may send flowers or a potted plant (up to \$50) to the employee's home on behalf of the department and the University community. Personal visits and contacts are also encouraged as permitted by the employee or his or her family.
2. In order to respect the privacy of the individuals involved, it is preferred that the employee notify HR personally if he or she wishes to have the information submitted to the prayer chain. However, if this is not possible, the employee may give verbal authorization to a co-worker/Administrative Assistant to inform HR as to the specific circumstances and to have the information placed on the prayer chain. Please notify HR using this format:  
Births – name of parents, name of baby, statistics (height, weight, time and place of birth), and condition.  
Illness or injury – name of employee or injured, condition, where to send cards or letters.
3. HR will keep a detailed log of events, notifications, and prayer chain requests.

When a member of the University community, or perhaps a close relative or friend, suffers a tragedy, the University attempts to make an appropriate response. The University's position and procedures for such occasions or events are outlined below.

1. In the event of the death of a University employee, a friend of the University, Trustee, former Trustee, major donor, or a member of his/her immediate family, HR and the President's Office should be notified. The President's Office will, at the President's discretion, send a sympathy card and/or flowers, or any other appropriate expression of condolence on behalf of the University family. Upon the occurrence of an employee's death or a death in the immediate family of the employee, HR will send an appropriate card and will place a memorial book in Shafer Library on behalf of the University family. The department head, at his or her discretion, may send flowers or a potted plant (up to \$50) to the funeral home on behalf of the department and the University community. Immediate family includes spouse, parents, children or step-children.
2. In the event of the death of a University of Findlay student, the Office of Student Services and President's Office should be notified. The President's Office will, at the President's discretion, send a personal letter or sympathy card and/or send flowers or any other appropriate expression of condolence on behalf of the University family. The Office of Student Services notifies HR and HR will place a memorial book in Shafer Library on behalf of the University family.
3. In order to respect the privacy of the individuals involved, it is preferred that the employee notify HR personally if he or she wishes to have the information submitted to the prayer chain. However, if this is not possible, the employee may give verbal authorization to a co-worker/Administrative Assistant to inform HR as to the specific circumstances and to have the information placed on the prayer chain. Please notify HR using this format: name of employee, name and relationship to employee of deceased, Funeral information, and where to send condolence cards or letters.

It is crucial that the appropriate office be contacted as soon as possible to assure prompt response in any of the above situations.

Thank you for your attention and cooperation to this sensitive matter.