



## **OTERO COLLEGE PROCESS**

### **OCP 0-4: Campus Notification of Family and Community Member's Death**

**OCP REFERENCE NUMBER:**

OCP 0-4

**REVISED/REVIEWED ON:**

October 4, 2024

**EFFECTIVE:**

October 4, 2024

**BASIS:**

To provide an equitable process for collecting and disseminating information when the Otero Campus Community experiences the loss of a family or community member.

When the Otero Campus Community experiences the loss of a family member, it is only at the family's request that notice will be sent out to the college community. The Human Resources department is responsible for preparing & sending notices.

**PROCESS:**

If an individual is notified of the death of a family member, they should ask for the following information:

1. Do they want notification going out to the college community?
2. If so, what information would they like to include:
  - a. Name
  - b. Relationship to the College (i.e. employee's spouse, concurrent student through a school district, etc.)
  - c. Memorial service arrangements/notifications
  - d. Gifts in memory
  - e. Cause of death
  - f. Other

This information shall be provided to the Human Resources department in order to draft a campus notification. The Human Resources department will provide the draft to President and the Human Resources department will distribute to the College. If it is requested to not share a campus notification, it is the individual's responsibility to ask what, if any, information is shared with the department/division personnel affected. If an employee is on



leave due to the death of a family member, leave benefits will be administered in accordance with Board Policy 3-60 and State Personnel Board Rules and Administrative Procedures, Chapter 5.

A brick can be purchased in memory of the deceased. Memorial bricks will be placed in the Memory/Reflection Garden. Please contact the President's office for details.

**REVISING THIS PROCEDURE:**

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.