



MEMO

Date January 23, 2012

From Arthur Brown

Department Vice President for Human Resources Management and Labor Relations

To FIT Employees

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Subject Reporting the Death of an Employee

Recently, we have received several inquiries of how information about an employee's death can be broadcast throughout the college.

If an FIT employee passes away the following protocol should be followed:

- The deceased employee's supervisor notifies Laura Solomon, Assistant Vice President for Human Resources and Labor Relations at laura_solomon@fitnyc.edu or 212-217-3650 of the employee's name, department, title, funeral arrangements and condolence information, if applicable. This information will be broadcast college-wide as soon as it is received, unless otherwise requested by the family. The respective HR Generalist will then reach out to the supervisor to assist in the necessary HR actions.
- Subsequently, the supervisor should follow this link to FITDirect, http://www3.fitnyc.edu/externalrelations/FITDirect/NewsLetter_Submit_Obits_Alternative.htm, to provide information regarding the employee's service to the college, outstanding accomplishments, departments worked in, years of service and other information that may be of interest to the college community. This information will appear in the next edition of FITDirect following notification, assuming it meets the deadline for publication in the next edition.

Also, with the approval of the employee, HR will forward information on funeral arrangements and where condolences can be sent for an employee's spouse/partner, parent, or child. The supervisor should ask the employee whether he/she wishes this information be sent college-wide at the time the supervisor is advised that the employee will be on leave for funeral arrangements. Supervisors should then contact Laura Solomon in HR via e-mail as soon as possible and a college-wide e-mail will be sent.

We hope that the above protocols will allow us to appropriately and consistently acknowledge co-workers who have passed away and to express condolences to those who have lost a close loved one. Please contact Laura Solomon with any questions.

Please feel free to share this with those members of your staff for whom this would be appropriate.

Thank you.