

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



College Practices

Approved: September 1, 1999
Responsibility: COG

PRACTICE TYPE: NC600-13

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

Relative of employee (Mother, Mother-in-Law, Step Mother, Step Mother-in-Law, Father, Father-in-Law, Step Father, Step Father-in-Law, Brother, Sister, Spouse, Child, StepChildren, Common Law Spouse, Common Law Spouse Parents)

Student

e 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.