

FSU POLICY TO INFORM THE UNIVERSITY COMMUNITY
OF AN EMPLOYEE'S DEATH

The following policy will be used to inform the University community of an employee's death.

- 1.) The Vice President of the division in which the employee worked will provide the President a letter for signature and campus-wide distribution within 24 hours of learning of the employee's death. The letter will contain particulars related to the employee's death and contain brief biographic and work-related information.
- 2.) The Frostburg State University flag will fly at half-staff on the day the employee is buried or a memorial service occurs.
- 3.) The Vice President of the division in which the employee worked will assure campus-wide distribution of the letter and contact with the Director of Public Safety to assure that the flag flies in compliance with this policy.

(Internal)