



ADMINISTRATIVE PROCEDURE 417	
SECTION: PERSONNEL AND EMPLOYEE RELATIONS	
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Contact	Manager, Human Resources

Funerals

Background

The Renfrew County District School Board (RCDSB) believes that it is important to recognize the deaths of all staff members in a sensitive and appropriate manner.

This administrative procedure sets out the district requirements.

Procedure

1) Funerals and Flowers

Upon the death of a staff member, the district shall send flowers to the value of \$100, unless otherwise requested. An equivalent cash donation in lieu of flowers may be made to a charity or church, if the family so requests. If the district is requested to make the payment to a charity of its choice, the payment shall be made to the RCDSB Student Support Fund.

Upon the death of an immediate family member of a staff member, the supervisor shall arrange for the purchase of a floral tribute to the value of \$100 on behalf of the district. An equivalent cash donation in lieu of flowers may be made to a charity or church, if the family so requests. Immediate family is defined as spouse, parents, and children. The following relations may also be recognized if they live at the staff member’s place of residence: brother, sister, or grandparents. Discretionary power is vested in the Director or designate as to whether other persons can be recognized.

In lieu of flowers, a payment may be made as outlined above.

2) Attendance at Funerals

Whenever a student or staff member of the District passes away while within the District’s jurisdiction, the District shall pay its respects as follows:

- a) When the deceased is a student, or staff member working in or from a school setting, the District authorizes attendance at the funeral by the following:
 - the school principal or designate;
 - two teachers or other appropriate staff representatives. Should other staff members choose to attend, their absences shall be processed in the manner normally followed for absence to attend funerals.

- b) When the deceased is a staff member working in a non-school setting, the district authorizes attendance at the funeral by the following:
- the superintendent or designate with overall responsibility for that department;
 - the department manager;
 - the staff member's immediate supervisor; and
 - a fellow staff member selected by the manager.

Should other staff members choose to attend, their absences shall be processed in the manner normally followed for absence to attend funerals.

3) Administrative Action Upon the Death of a Staff Member

Administrators and managers have the following responsibilities when they receive notification of the death of a staff member:

- a) It will be the responsibility of the principal or manager, as the case may be, to inform the Superintendent in charge and Human Resources of the staff member's passing and of the funeral arrangements.
- b) To express the condolences and sympathy of the RCDSB.
- c) To offer immediate financial assistance through the payment of outstanding salary or gratuity when this is possible.
- d) To advise members of the family of medical and insurance benefits carried by the deceased staff member through the District.
- e) To offer assistance in claiming benefits to which the family is entitled.
- f) The Human Resources Manager or designate shall be responsible for the completion of each step in this administrative procedure.
- g) Administrative action on the death of a staff member shall result in the following steps:
- A visit, not earlier than ten days following the passing of the staff member; and
 - Follow-up action to ensure that commitments have been completed.

4) The Visit

- a) This visit shall be conducted by the staff member's supervisor or by the Human Resources Manager or designate with the principal surviving dependent. The meeting should be held by appointment as soon as possible after the district has been notified of the passing of the staff member. It will be the responsibility of the Human Resources Department to compile the necessary information to conduct the interview and to arrange for the appropriate member of management to meet with the family, or to meet with the family themselves.
- b) The purpose of the initial visit shall be to convey the condolences and sympathies of the District to the surviving dependents, to provide a brief summary of insurance coverage

affecting the family and to offer financial assistance where applicable and requested by the family, keeping in mind the deceased staff member's entitlement to unpaid salaries, vacation pay or gratuity.

- c) When conducting the visit, the representative is to provide a written summary outlining the coverage of all insurances held by the staff member at the time of his or her death. These may include all or some of the following:

- Ontario Health Insurance Plan
- Supplemental Medical Insurance
- Life Insurance
- Optional Life Insurance
- Dependent Coverage
- Accidental Death or Dismemberment Insurance
- Long-Term Disability Benefits
- Pension Plan Coverage

Legal Reference

- Education Act S. 176; S. 177

Procedure History

Approved:	Jan 2011; Dec 2016; Nov 2021
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