POLICY NUMBER: I:01:06  DATE: June 1991


SUBJECT: Memorials for the Deceased

APPROVED: William A. Meehan, President

PURPOSE
The purpose of the policy is to establish the University’s response to the death of a retiree, employee or employee’s spouse or child and to provide a memorial for the deceased.

POLICY
Memorials for the deceased, in the form of a contribution to the General Scholarship Fund of Jacksonville State University, will be sent at the death of a retiree, an employee, or an employee’s spouse or child. The contribution will be in the amount of $75.00. Funding for this policy will be from an external source and will not require a contribution from any employee.

This policy covers all full-time faculty and staff members of the university with regular appointment but applies only to the death and not hospitalization of eligible employees and family members.

The Office of Human Resources will be responsible for requesting all memorial payments. Anyone who becomes aware of the death of an individual in an eligible category should contact Human Resources immediately. The Office of Human Resources will need the following information:

- Name of deceased employee or retiree or name of deceased family member
- Name of surviving family member(s) and contact information
- Date of death
The Office of Human Resources will notify the family that a contribution has been made in honor of the deceased.

**RESPONSIBILITY**
The Vice President for Administrative and Business Affairs is responsible for this policy.

**EVALUATION**
The Office of Human Resources will review this policy biennially.