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<b>SUBJECT</b>	Proposed Policy Repeal Death Notices Policy (HR3)
<b>SUBMITTED TO</b>	Employee Relations Committee
<b>MEETING DATE</b>	September 10, 2025
<b>SESSION CLASSIFICATION</b>	Recommended session criteria from Board Meetings Policy: OPEN
<b>REQUEST</b>	Action requested - Recommendation to Board for approval  IT IS HEREBY RESOLVED that the Employee Relations Committee recommends to the Board of Governors approval of the repeal of the Death Notices Policy (HR3) effective September 25, 2025.
<b>LEAD EXECUTIVE</b>	Hubert Lai, K.C., University Counsel
<b>SUPPORTED BY</b>	Adam Charania, Vice-President, Human Resources (Responsible Executive) Lorena Vlad, Legal Counsel (Policy Development Committee Chair)

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#### PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the Employee Relations Committee.

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#### EXECUTIVE SUMMARY

The Death Notices Policy (the “Policy”) was first approved by the Board of Governors in July 1977 and there are no Procedures associated with this Policy. The Policy was amended in March 1995 to add reference to the deaths of staff members in addition to faculty, and to replace the “Dean of the Faculty” with “Administrative Head of Unit” as the individual responsible for informing the President’s Office and the Ceremonies Office in the event of the death of any member of faculty or staff. No further substantive revisions have been made to the Policy since 1995.

The Policy is extremely brief, consisting of one sentence: “In the event of the death of any member of faculty or staff, Administrative Head of Unit shall inform the President’s Office and the Ceremonies Office as soon as possible.”

A Policy Development Committee has been convened to consider the Policy. A list of the Policy Development Committee members is included as Supplemental Material 1. In the view of the Policy Development Committee, the subject matter of the Policy would be more appropriately handled through protocols and guidance issued by UBC’s Human Resources unit than by a regulatory instrument like a Board Policy.

Given the extreme brevity of the Policy, the straightforward nature of the proposed repeal, and the fact that the proposed repeal is not expected to materially impact the broader UBC community, community consultation is not being recommended. Instead, the proposed repeal of the Policy is being presented to the Board for approval. The Responsible Executive for the Policy is the Vice-President, Human Resources. Both the Vice-President, Human Resources and the University Counsel support the Policy Development Committee’s recommendation.

Human Resources has prepared draft protocols to assist managers in the event of the death of a faculty or staff member. It intends to publish those protocols on its web site. Copies of the current draft protocols for UBC Vancouver and UBC Okanagan are included as Supplemental Material 2.

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**SUPPLEMENTAL MATERIALS (optional reading for Governors)**

1. List of Members of the Policy Development Committee
2. Draft Human Resources Protocols for Administrative Heads of Unit in the Event of Death of Faculty or Staff Members

**Death Notices Policy (HR3)  
Policy Development Committee**

**List of Members:**

1. Lorena Vlad, *Legal Counsel (Chair)*
2. Bruce Anderson, *Director, Occupational Health & Safety*
3. Beverley Babey, *Human Resources Director*
4. Carleigh Benoit, *Manager, Workplace Health and Wellbeing, UBC Okanagan*
5. Sandra Blackmore, *Director, Staff Relations Academic Portfolio*
6. Linda Fischer, *Executive Director, Advisory Partnerships & Professional Standards*
7. Liz King Osadczuk, *Senior Director, Protocol, Ceremonies and Events*
8. Natasha Malloff, *Executive Director, Health, Benefits & Pensions*
9. Paul Nakagawa, *Manager, Safety Programs Management & Systems*
10. Kirsten Nicholson, *Executive Director, Office of the President*
11. Kathryn Stagg, *Director, Human Resources, Faculty of Arts*
12. Sam Stephens, *Director, Campus Security*
13. Patrizia Todaro, *Director, Human Resources & Executive Administration*

**UBC Vancouver: Manager Protocols for Unexpected Loss of Life**

The loss of a colleague can be deeply affecting for everyone. You may be processing your feelings while supporting others. You are not alone. Your HR Advisor/Manager <https://hr.ubc.ca/contact/contact-advisory-services> and UBC resources are here to help.

**1. Confirm Information**

- Gather key details:
  - name, position, employee group,
  - date/place of death,
  - notification source.
- Verify the information received through appropriate channels, such as Campus Security or the employee's emergency contact.
- Access the employee's personnel unit file and Workday information (if needed).
- Determine who has already been informed (e.g., department head, family) to avoid premature or duplicate communications.

**Note on Privacy**

- Deceased individuals do not lose their right to privacy protections under the *Freedom of Information and Protection of Privacy Act*.
- For information on disclosing the personal information of a deceased individual, see this Privacy Fact Sheet by the Office of the University Counsel: <https://universitycounsel.ubc.ca/files/2023/12/Fact-Sheet-Minors-Mentally-Incapable-Deceased-updated-Dec-2023.pdf>.

**2. Notifications/Communication****Internal:**

- If a loss of life occurs during a UBC work-related activity or on UBC premises, *immediately* notify Campus Security at 604-822-2222.
  - Internal protocols will activate the 24/7 on-call resource from Safety & Risk Services, who will contact WorkSafeBC, provide on-site consultation, and coordinate the incident response with both internal and external agencies.
- Ensure communication messages are respectful, accurate and considerate of employees' emotional well-being. If guidance is required, please reach out to your HR representative.
- Coordinate your messaging with your local Communications team and External Relations (if work-related death).
- Plan employee notification meetings either in-person, hybrid, or virtually to consider all employee shifts.
- For on-campus deaths, police or other government authorities will directly notify families. If the death occurred on campus or is otherwise likely to garner media interest, contact Media Relations: <https://communications.ubc.ca/media-relations/>
- Notify the President's Office [presidents.office@ubc.ca](mailto:presidents.office@ubc.ca) for awareness of work-related or non-work-related loss of life and Protocol, Ceremonies & Events Office (604-822-2484, [ceremonies.protocol@ubc.ca](mailto:ceremonies.protocol@ubc.ca)). The Protocol, Ceremonies & Events Office will determine if appropriate to lower the UBC flags. It is helpful to identify a point of contact to share with these offices if further communications with the family are necessary.

### External:

- Inform the family of the communication plan for their awareness, and the opportunity to lower flags in tribute (if eligible/appropriate). Approach conversations with sensitivity, follow their lead, and consider frequency and method of communication.
- Plan communication messages to clients, other departments and UBC affiliates.
- If the employee is grant-funded (including student employees), notify appropriate funding agencies.
- Include service details, if agreed by the family.
- Temporary counselling access available for non-eligible employees - coordinate with Central HR Benefits: <https://hr.ubc.ca/contact/contact-benefits>

### 3. Support for Employees

- Assess emotional and operational department impact on an ongoing basis.
- Contact GreenShield Health EFAP for crisis counselling (1-866-424-0770, open 24/7/365).
- UBC's Employee and Family Assistance Program (EFAP) will provide the required trauma and long-term support.
- EFAP Details: [EFAP Counselling Services](#)
- Follow up with affected staff in the days, weeks, and months following the event.

### 4. Additional Tasks

- Prepare sensitive out-of-office messaging (e.g., "Thank you for your message. Please contact xxx for assistance as this email is currently not monitored.")
- Notify Staff Pension Office (604-822-8119, [spp@hr.ubc.ca](mailto:spp@hr.ubc.ca) and Benefits Team (604-822-6823, [benefitsinfo@hr.ubc.ca](mailto:benefitsinfo@hr.ubc.ca))
- Contact UBC Parking to cancel parking permit at [parking.support@ubc.ca](mailto:parking.support@ubc.ca) (604-822-6786)
- Coordinate the retrieval and return of personal belongings by identifying the involved parties and addressing sensitivity issues.
- Process termination through Workday due to death after communications with team(s) are completed.
- Family or department may inquire about formal donations to UBC (e.g. scholarship, award or project). Contact: <https://give.ubc.ca/how-to-give/>

### 5. Travel & Family Support

- For special circumstances, discuss potential family support with the Benefits Team: [benefitsinfo@hr.ubc.ca](mailto:benefitsinfo@hr.ubc.ca).
- Identify one point of contact at UBC and a point of contact with the family to arrange logistics.
- Consider cultural or religious Faith-based support by collaborating with the Equity & Inclusion Office <https://equity.ubc.ca/about/contact/>

*\*For any questions, please contact your Human Resources Advisory Services Representative for further guidance and support: <https://hr.ubc.ca/contact/contact-advisory-services>*

## UBC Okanagan: Manager Protocol for Unexpected Loss of Life

The loss of a colleague can be deeply affecting for everyone. You may be processing your own feelings while supporting others. You are not alone. Human Resources, and UBC resources are here to help.

**Contact your HR Advisor** ([Department Portfolios](#)) to assist with the following procedures:

### 1. Confirm Information

- Gather key details: name, position, employee group, date/place of death, notification source.
- Verify the information received through appropriate channels, such as Campus Security or the employee's emergency contact
- Access the employee's personnel unit file and Workday information (if needed).
- Determine who has already been informed (e.g., department head, family) to avoid premature or duplicate communications.
- If a loss of life occurs during a UBC work-related activity or on UBC premises, *immediately* notify Campus Security at 250-807-8111. Internal protocols will activate support from Health, Safety and Environment, who will contact WorkSafeBC, provide on-site consultation, and coordinate the incident response with both internal and external agencies.

### Note on Privacy

- Deceased individuals do not lose their right to privacy protections under the *Freedom of Information and Protection of Privacy Act*.
- For information on disclosing the personal information of a deceased individual, see this Privacy Fact Sheet by the Office of the University Counsel: <https://universitycounsel.ubc.ca/files/2023/12/Fact-Sheet-Minors-Mentally-Incapable-Deceased-updated-Dec-2023.pdf>.

### 2. Notifications/Communications

#### Internal Communication

Ensure communication messages are respectful, accurate and considerate of employees' emotional well-being. Confirm the communication plan with the family, and the opportunity to lower flags in tribute (if eligible/appropriate). Include service details, if agreed by the family. If guidance is required, please reach out to your HR representative.

- Contact **Payroll** ([ubco.payroll@ubc.ca](mailto:ubco.payroll@ubc.ca)). Department administrator must complete the Workday business process, "Terminate Employee" and select reason "Involuntary-Death", to end the job as soon as possible to avoid overpayment
- Your HR Advisor will connect with the Relocation and Benefits Associate to ensure all benefits paperwork is in order and they will contact family to provide further benefit information.
- If the death occurred on campus or is otherwise likely to garner media interest, contact the **Director Public Affairs**.
- Notify the Communications and Government Relations Officer (**Office of the Deputy Vice Chancellor and Principal**). The DVC Office will send a letter of condolence to the family.
- Contact the **Ceremonies & Events** to determine if appropriate to lower the UBC flags prior to offering this option to the family. If flag lowering is confirmed, Ceremonies and Events will distribute a notification email and will pose information about flag lowering and formal services on the flag lowering [webpage](#).

## External Communication

- a. Plan communication messages to clients, other departments and UBC affiliates.
- b. If the employee is grant-funded (including student employees), notify appropriate funding agencies.

## 3. Support for Employees

- Your HR Advisor will connect you with the Manager, Workplace Health and Wellbeing for assistance with developing a plan for supporting employees and for leadership team.
- Assess emotional and operational department impact on an ongoing basis.
- Plan employee notification meetings either in-person, hybrid, or virtually to consider all employee shifts
- EFAP for crisis counselling (1-866-424-0770, open 24/7/365).
- UBC's Employee and Family Assistance Program (EFAP) will provide the required trauma and long term support. EFAP Details: [EFAP Counselling Services](#)
- Consider cultural or religious Faith-based support by collaborating with the Equity & Inclusion Office <https://equity.ubc.ca/about/contact/>  
Follow up with affected employees in the days, weeks and months following the event.

## 4. Additional Tasks

- a. Prepare sensitive out-of-office messaging (e.g., "Thank you for your message. Please contact xxx for assistance as this email is currently not monitored.")
- b. Contact **Security** to remove Salto access at [security.salto@ubc.ca](mailto:security.salto@ubc.ca).
- c. Contact **Parking** to cancel a parking permit [okanagan.parking@ubc.ca](mailto:okanagan.parking@ubc.ca)
- d. Coordinate the retrieval and return of personal belongings by identifying the involved parties and addressing sensitivity issues.
- e. Family or department may inquire about formal donations to UBC (e.g. scholarship, award or project) Contact Director, Advancement.

*\*For any questions, please contact your [Human Resources Advisor](#).*