

UAM OPERATING PROCEDURE 285.1

EXTENDING SYMPATHY WITH MEMORIALS TO UAM FAMILY MEMBERS

It is the policy of the University of Arkansas at Monticello to send a memorial gift in the event of the death of a student, an employee, a Board of Visitors member, a former employee, or an immediate family member* of a current employee or Board of Visitor. This gift is always sent in the name of UAM faculty/staff and students. The expense is paid from unrestricted foundation funds.

The Chancellor's Office will send notification on the netlist if the affected person is

- a Board of Visitor or immediate family member of a Board of Visitor (current or former).
- a former employee who was a direct report to the Chancellor's Office.
- an immediate family member of the Chancellor's current direct reports.
- any current employee at UAM.
- any current student at UAM.

The Vice Chancellor of the appropriate division will send notification on the netlist if the affected person is

- a former UAM employee within his/her division.
- an immediate family member of a current employee in the Vice Chancellor's division.

In the event the deceased is someone other than an immediate family member of a current university employee and the direct supervisor or unit head wishes to notify the unit affected, he or she may do so. However, notification need not come from the Vice Chancellor as a netlist email to the entire campus. In cases of special circumstances, the Vice Chancellor in consultation with the Chancellor's Office may deem it appropriate to notify the entire campus.

July 1, 2016

**Immediate family member for this operating procedure will be defined as spouse, mother, father, brother, sister, son, or daughter of the employee. Stepchildren and adopted children will also be considered immediate family members.*