

Notification Guidelines Following the Death of an Active Faculty/Staff Member, Retiree or Student

Active Faculty or Staff Member

- The affected department will notify Human Resources by telephone or e-mail of the death of one of their staff and faculty members. The notification should include the individual's name and the date of death.
- Colleagues in the affected department will be notified by their department management that they can obtain counseling from the Employee Assistance Program.
- Human Resources will respond that they have received the notice.
- Human Resources will notify University Relations so that the notice can be included in the e-notes. Human Resources will provide University Relations with the name of the individual, the department they worked in, the date of death, the employment date and years of service, and the birth date and age at death.
- University Relations will coordinate the flag lowering with Security. Also refer to the flag lowering policy.
- Human Resources will notify the Chancellor's office so that they can send the condolence letter to the family. Human Resources will provide the Chancellor's office with the name of the individual, the name of the surviving spouse or family member and the address to use for the condolence letter.
- The Fringe Benefits Manager will consult with the appropriate personnel to complete all of the necessary HR and Payroll forms.
- The Fringe Benefits Manager will send a letter and packet of information to the surviving spouse, if any, concerning benefits, the life insurance claim forms, final paycheck instructions and retirement income plan access.

Retiree

- Human Resources is notified of the death of a retiree from a variety of different sources; someone from the retiree's family, the retiree's former department or a former co-worker, the Omaha World Herald or University Relations.
- After receiving notification of the death of a retiree; Human Resources will notify University Relations so that the notice can be included in the e-notes. Human Resources will provide University Relations with the name of the individual, the department they worked in, the date of death, the employment date and years of service, the retirement date and the birth date and age at death.
- University Relations will coordinate the flag lowering with Security. Also refer to the flag lowering policy.
- The Fringe Benefits Manager will consult with the appropriate personnel to complete all of the necessary HR forms. The benefits system and Excel retiree spreadsheets will also be updated.
- The Fringe Benefits Manager will send a letter and packet of information to the surviving spouse, if any, concerning continuing any retiree benefits.
- The Fringe Benefits Manager will e-mail Central Administration to inform them of the death of the retiree so that they can update their records.

Student

- Assistant Vice Chancellor of Academic and Student Affairs is the contact person concerning the death of a student. The telephone number is 554-2779.

Flag Policy

Official Locations:

Official flag locations on campus must be approved by the Chancellor. Currently, UNO has designated four official flag locations:

- South of Eppley Administration Building and the pep bowl area
- Near the Henningson Memorial Campanile
- SW corner of 67th & Pacific
- East of the Thompson Alumni Center

Responsibility:

Campus Security is responsible for the proper handling, raising, lowering, disposing and replacing of flags at the official flag locations. Landscape Services is responsible for purchasing all flags.

Flag Display and Lowering:

- Public Law 94-344 shall govern the proper use and display of flags on the UNO campus. The U.S. flag and the State of Nebraska flag will be lowered as directed by the governor of Nebraska or the U.S. President.
- The UNO flags will be lowered to commemorate the passing of the following individuals:
 - Active and retired UNO faculty and staff members
 - Currently enrolled UNO students
 - Past and present members of the University of Nebraska Board of Regents
 - Leaders elsewhere in the University of Nebraska system
 - Government officials as directed

The following procedures will be implemented prior to flag lowerings:

- University Relations will inform Campus Security of the time and duration of the flag lowering and will provide them with a typed notification for the flag pole signs.
- Campus Security personnel will be responsible for the lowering and raising of the flags and display of pertinent information.
- In cases where the body of the deceased has been willed to science or when notification has been received after interment or memorial service, the university will observe a flag lowering as it deems appropriate.

Departments are encouraged to inform Human Resources of a death. Human Resources will then contact University Relations, which will determine eligibility and initiate this procedure.

If you have questions regarding flags, please contact Campus Security at 544-2648.

Amended 8/4/2009