

Death Claim Notification

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Scope

All University of Nebraska Omaha (UNO) active faculty/staff member, retiree or student.

Policy Statement

The University of Nebraska Omaha (UNO) wants to ensure that the contributions made by our faculty/staff members, retirees and students who have passed away can be recognized by the campus community.

Reason for Policy

To provide a consistent procedure for notifying the appropriate departments/persons so that the recognition of the deceased person can be accomplished.

Procedures

Active Faculty or Staff Member

- The affected department will notify Human Resources/Benefits Manager by telephone or e-mail of the death of one of their staff or 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 Faculty/Employee Assistance Program.
- Human Resources will respond that they have received the notice.
- Human Resources/Benefits Manager will notify the Office of University Communications (UComm) so that the notice can be included in the Maverick Daily. Human Resources will provide UComm with the name of the individual, the department they worked in, job title, the date of death, the employment date and years of service, and the birth date and age at the time of death.
- UComm will coordinate the flag lowering with Public Safety. 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/Benefits Manager 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 the Office of University Communications (UComm).
- After receiving notification of the death of a retiree; Human Resources will notify UComm so that the notice can be included in the Maverick Daily. Human Resources will provide UComm 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 the time of death.
- UComm will coordinate the flag lowering with Public Safety. 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.

Chancellor's Annual Memorial Day Letter

In May each year, Human Resources/Benefits will notify the Chancellor's Office so that they can send a condolence letter to the family member of those staff/faculty and retirees who have passed away in the previous 12 months. 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.

Student

- Assistant Vice Chancellor of Academic and Student Affairs is the contact person concerning the death of a student. The telephone number is 402.554.2779.

Related Information

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

Public Safety 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 a flag lowering:

The Office of University Communications (UComm) will inform Public Safety of the time and duration of the flag lowering and will provide them with a typed notification for the flag pole signs.

Public Safety 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/Benefits Manager of a death. Human Resources/Benefits Manager will then contact UComm, which will determine eligibility and initiate this procedure.

If you have questions regarding flags, please contact Public Safety at 402.544.2648.

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

