

Business Continuation FAQs

To accompany the Guidelines for the Notification of an Employee Death

Ensure business operations

- Consider work, meeting or class schedules, etc. that will need to be reassigned or rearranged.
- Provide employees, reporting to this individual, with an interim plan of action and/or reporting structure.
- Contact Human Resources, Employee Relations for any assistance.

Notify your Business office

Your business office will need the following information:

- Name of the deceased
- Date of death
- Last day actively at work
- Name and extension of the contact person in your office
- Next of kin's name, phone number and his/her relationship to the deceased

Notify the Benefits office

You or your business office will contact the Benefits Office at 49-42222. Be prepared to provide:

- Name and PUID of the deceased
- Date of death
- Name of next of kin, or person to contact for information, and his/her relationship to the deceased

What to do with an employee's personal items

Work area and departmental needs.

- While it may be easy to close and lock an office door for a period of time, it may not be practical to leave personal items in more public areas.

- These items can be packed by you and staff and stored.
- Contact Benefits with any questions regarding dispersal to next of kin.

Discontinue or redirect the employee's email

- Contact your local IT support.
- Is an e-mail absence message needed to redirect inquiries to the appropriate department contact?
- Is setting up temporary network access to obtain copies of personal communications necessary?

Discontinue the employee's access to electronic resources

- After you have transferred or deleted the e-mail and network files, notify your departmental IT support to terminate access.

Discontinue all other Purdue services

Work with your business office to cancel or transfer access to the following, where applicable:

- Cell phone service
- Purdue Travel Card
- Parking

Ensure the return of any Purdue property

- If applicable, verify the return of these items
 - Cell phones
 - Computers
- Confirm receipt of:
 - Purdue ID card
 - Keys or key cards
 - Parking garage access cards
- Check with your department's property administrator to ensure that all UC equipment was returned.
- Any Purdue property specific to your department.

Update contact information

Remove the employee's name from the following areas, where applicable:

- Emergency contact list
- Internal forms
- Office security codes, access codes on keypads
- Security alarm lists
- Web pages and directories

Bereavement Leave

Employees are eligible for up to one-half workday of paid leave to attend the funeral of a fellow employee, subject to the staffing needs of the employee's department as determined by the head or director of the department.

Ensure the well-being of yourself and department staff

As necessary, encourage staff to:

- Contact the Employee Assistance Program (EAP at 49-40111)

Contacts

- Benefits questions – 49-42222
- Human Resources – 49-41679
- EAP – 49-40111