

# **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